

Community Council Vacancy - Clerk



Llangybi Fawr Community Council needs to secure the services of a new Clerk/Responsible Financial Officer to work for the council. The vacancy is from February 2024, and a period of dual running is envisaged with our existing Clerk to ensure a smooth transition.

The Clerk services the business at each month's Monday evening meeting, including the preparation of notices, agendas and minutes. The Clerk also acts as the main point of contact for all official correspondence and for liaison with public agencies. The Clerk is also responsible for the safe storage of all council's relevant documents. There is also direct responsibility for the council's financial resources, including processing payments, the proper maintenance of accounts for external audit, and overseeing an annual budget of around £20,000.

Proven proficiency with word processing skills is a requirement, as will be a working knowledge of all related IT procedures. The post also requires someone with effective social skills and a sense of community responsibility and integrity, and the Clerk is a key factor in a council successful operation. Council will also assist any applicant in establishing the necessary equipment for working effectively from home and at meetings.

The salary and allowable hours of work are established and annually reviewed by the national Association of local councils And are based upon the size of the council's electoral role. For Llangybi Fawr this amounts to 32 hours a month at around £12 an hour paid monthly and a PAYE arrangement. Separate to this is a quarterly, expensive payment for travel and stationery, and the appropriate use of space light and heat.

Anyone seriously interested in this challenging that rewarding work should contact any counsellor for further advice or contact the chairman Lorna Savidge on l.savidge@llangybi.org or call 01633 450325.