

Llansawel Community Council

Vacancy for the Post of Clerk and Responsible Finance Officer

Applications are invited for the part-time post of **Clerk / Responsible Financial Officer** to Llansawel Community Council in Carmarthenshire.

The Council is looking to appoint a new Clerk to administer its work and finances. Holding a responsible legal and public position, the Clerk will administer the Council's affairs and ensure that the Council's instructions are carried out in relation to its duties as a local authority. The successful postholder will advise the Council in the formation of its overall policies and activities. In particular, the production of all the relevant information required for both making and implementing effective decisions.

Good literacy, numeracy, organisational and IT skills are essential, along with the ability to communicate through the medium of Welsh.

The ideal applicant will be able to demonstrate previous administrative and finance related experience, strong organisational skills, and a commitment to help deliver the Council's policies and priorities.

Salary: £10.04 per hour

5 hours per week, working mainly from home, but must be able to attend monthly evening meetings in Llansawel.

The postholder will also need to be able to attend site visits, as required, within the Community Council area.

A copy of the job description is available upon request.

Expressions of interest (in the form of a CV and covering letter) are invited and should be addressed to the Chair, e-mailed to: llansawelcccclerk@gmail.com or by post to the present clerk: Angharad Lewis, Tŷ Gwalia, Llanybydder, SA40 9UG.

Closing date: 30th November 2021.