

Vacancy – Clerk to Llanwinio Community Council

Llanwinio Community Council require a Clerk/Responsible Financial Officer. This permanent position is for 12 hours per month and the post holder is required to work from home.

Pay will be in accordance with the NJC recommended scale £10.04 and £11.08 per hour, depending on experience and qualifications. You will be expected to attend bi-monthly evening Council meetings.

The Clerk must ensure that the Council conducts its business properly and will provide independent, objective, and professional advice and support.

The Clerk is also the Responsible Financial Officer for the Council.

You will be computer literate, self-motivated and have good numeracy and literacy skills. Experience is desirable but not essential as training and support will be available for the successful candidate.

The ability to speak Welsh is preferable but not essential.

For an informal discussion and/or a full job description please contact the current temporary Clerk; Ross Gallie on 01994 484 534 or email clerk@llanwiniocommunitycouncil.

To apply for the position, please send your CV to the Clerk by 29/01/2022