

MECHELL COMMUNITY COUNCIL

Post of Part-time Clerk/Responsible Financial Officer.

Salary Scale LC1. Point 1 to 22 (£10.16 - £11.22 per hour) Pro-rata.

Applications are invited from suitably qualified candidates for the part time post of Clerk/Responsible Financial Officer to Mechell Community Council. The successful applicant will be home based, working up to 20 hours per month and will be responsible for managing day to day business of the Council. Applicants should have experience of budget setting, taking minutes and be familiar with Local Government Law and procedures.

The ability to communicate (written and spoken) in Welsh and English is essential.

For a job description/further information please contact:-

Email: ccmechell@hotmail.com