

# ***Michaelston Le Pit & Leckwith Community Council***

## **CLERK TO THE COMMUNITY COUNCIL**

Applications are invited from suitably qualified candidates for the post of Clerk to the Community Council. This is a part time post of 5 hours per week.

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

The Council has adopted a Welsh Language Scheme and bilingual skills are desirable but not essential.

For further information and/or job description, please contact:

Roy Skelton by email: [roy.skelton@icloud.com](mailto:roy.skelton@icloud.com)

Applications to include a CV with a covering letter must be submitted to:

Michaelston Le Pit & Leckwith Community Council, 4 Augusta Road, Penarth, Vale of Glamorgan, CF64 5RH

The closing date for all applications is: 22 February, 2019.