



CLERK AND RESPONSIBLE FINANCIAL OFFICER

Salary Scale LC1 Points 13-17 £11.76 - £12.73

Home based - 12 hours per week

Monday - Thursday / Friday - able to work daytime hours.

A monthly home office allowance of £80 is payable as is a contribution to a pension scheme.

Mostyn Community Council is seeking to appoint a motivated, organised and enthusiastic individual for the post of Clerk and Responsible Financial Officer to Mostyn Community Council who can manage the council's statutory requirements.

The Community Council has an annual precept of £32,000 per annum.

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to conduct the functions, and to serve or issue notifications required by law of a local authority's Proper Officer. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are conducted. 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 produce the information required for making effective decisions and to implement constructively decisions. The person appointed will be accountable to the Council for the effective management of its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer who is responsible for financial records of the Council and the administration of its finances.

Other main duties include:

- Preparation of agendas and minutes of meetings
- Maintain regular contact with Councillors, keeping them informed on relevant matters.
- Liaison with relevant stakeholders on behalf of the council.

The role requires flexible working – the Council meets on the third Monday of the month, evenings at 7.00pm, presently via the Zoom virtual platform.

For further information including a Job Description, Person Specification and application form please contact the Chair of MCC:

Mr. D.Seddon

davidrseddon@outlook.com

Or

36 Penrho Estate, Mostyn, Holywell, Flintshire, CH8 9QS

01745 563110

The closing date for applications is **Friday 28th January 2022.**

Shortlisted candidates will be invited for an interview, using a virtual platform which will take place on **Monday 7th February 2022.**