

Cyngor Cymuned Onllwyn Community Council

## **Job Vacancy**

for the position of

### **Clerk and Responsible Financial Officer (RFO)**

Onllwyn Community Council is looking to appoint a Clerk/RFO with enthusiasm, attention to detail and excellent organisational skills to manage a varied workload. The Community Council is a small, diverse, and progressive Council. The Council is keen to continue to strengthen the community through engagement, supporting local groups, and delivering community projects and services.

The post holder will advise the Council in the formation of its policies and activities, produce agendas and minutes, manage the budget and act as representative and ambassador. The ideal applicant will have administrative and financial experience, be fully proficient in the use of IT and be able to work on their own initiative in accordance with the requirements of the Council. The candidate will need to be confident to work autonomously as well as in a group.

The Clerk will be the Responsible Financial Officer and responsible for all the financial records of the Council and careful administration of its finances. Prior experience of working as a Town or Community Council Clerk and RFO is desirable but not essential. Any local government experience would be looked on favourably. The Clerk will be responsible to the full Community Council, including day-to-day liaison with the elected Chairperson. If not already held, the successful candidate will be required to complete the Certificate in Local Council Administration (CiLCA) within 24 months of the commencement of employment. This will be funded by the Council and Welsh Government Bursary. The ability to speak Welsh is desirable.

Aside from the requirement to attend monthly evening meetings, the Clerk also acts as Administer for the Maesgwyn Community Benefits Fund and Panel, which meets quarterly. The role is home-based and the hours are flexible, with driving licence and access to own car highly advised. Starting salary at NALC SCP 7, currently £11.63 per hour, for 30 hours/month (actual pay £350 per month).

For further information including the Job Description, please email [onllwyncommunitycouncil@gmail.com](mailto:onllwyncommunitycouncil@gmail.com)

To apply for the role please send a covering letter detailing suitability for the role and relevant experience, with a full and detailed CV to the above e-mail. Interviews will take place at Banwen Community Centre, Roman Road, SA10 9LW.

Closing date for applications is ongoing until the position is filled.