

PENCAER COMMUNITY COUNCIL
VACANCY FOR CLERK AND RESPONSIBLE FINANCIAL OFFICER

Pencaer Community Council is seeking to appoint a Clerk/Responsible Financial Officer. The Community Council role is a permanent part-time position of 15 hours per month. The post holder is required to work from home and be flexible. Pay will be in accordance with the NALC Salary Scale LC2 Point 18-23, currently £15.21-£16.67 an hour, negotiable depending on experience and qualifications. Work would be mainly from home, but must be able to attend monthly meetings in St Nicholas Village Hall.

Expenses of £20.00 per month will be paid to cover home costs, broadband, and telephone calls.

The Clerk is expected to organise and attend monthly Community Council meetings on the first Wednesday of each month at 8.00 pm (excluding August). The Clerk must ensure 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. The successful applicant will be employed in accordance with the Terms and Conditions of employment of The National Association for Council Clerks.

The Community Council is seeking to appoint a person who is computer literate, self-motivated, and have good numeracy and literacy skills. Experience as a Clerk would be welcome, but training and support will be available for the successful candidate. Welsh language skills are desirable, but not essential.

For further information or an informal chat please contact the current Chair at roden4@hotmail.co.uk. A job description is also available.

Written applications with CV via email to roden4@hotmail.co.uk .

Closing date – Monday, March 10, 2025.