



Penhow Community Council

Clerk@penhowcommunity.org

www.penhowcommunity.org

VACANCY – CLERK and RESPONSIBLE OFFICER

Penhow Community Council is looking to appoint a self-motivated and well organised individual as Clerk and Responsible Financial Officer.

This is a part-time position of 30 hours per month. NALC scale point 21-27 (£30,825 - £35,745) pro-rata. Actual salary at point 21, £480.60 per month.

The main duties of the post require attendance at all meetings of the Council, preparing agendas, taking minutes, dealing with all correspondence, actioning Council decisions, keeping the website up to date and acting as the Council's Responsible Financial Officer, maintaining all financial records.

Good literacy, numeracy, organisational and IT skills are essential.

The Clerk will work mainly from home, with monthly, evening meetings of the Council being held at St John's Hall, Penhow.

For further details and job description, please contact the Clerk

clerk@penhowcommunity.org

Expressions of interest (in the form of a CV and covering letter) are invited and should be addressed to the Chair and emailed to clerk@penhowcommunity.org