

Pentraeth Community Council

Vacancy for a part-time Clerk/Responsible Financial Officer

£22,911 per annum pro rata (£11.91 per hour) 5-6 hours per week subject to review

Pentraeth Community Council wishes to appoint a Part time Clerk / Responsible Financial Officer to assist in executing the legal, financial, and administrative requirements of the Community Council.

Applications from current clerks who wish to extend their work by taking on this position would be very welcome. Welsh language is essential.

The role of Clerk/Responsible Financial Officer is designated under Section 151 of the Local Government Act 1972 and the post holder will be required to monitor and manage the Community Council's finances in accordance with its financial regulations and the law. Duties of the post will be to provide administrative support to the Council in all aspects of the Council's business. There are about 1000 voters in this community with 10 councillors on the committee which met monthly in the evenings at Pentraeth Memorial Hall. The post-holder will primarily work from home but be available to attend daytime and evening meetings as required.

For an informal discussion please contact the Chair to arrange: info@pentraeth-cc.uk

Closing date for applications midnight on 30th October 2020