

RHOSSILI COMMUNITY COUNCIL

Clerk and Responsible Finance Officer

Salary: £2,211 per annum
(4 hours per week on average)

Applications are invited for the post of part-time Clerk and Responsible Finance Officer to Rhossili Community Council.

Applicants for this post must have experience of administrative management; ability to understand local government law and procedure; have finance experience and the ability to keep robust accounting methods; competent IT skills and a willingness to pursue training opportunities. Previous Local Government experience and an interest in Community development is desirable but not essential.

The Clerk will be responsible for:

- Ensuring that the instructions of the Community Council in connection with its function as a Local Authority are carried out.
- Advising the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities.
- Producing all the information required for making effective decisions and to implement constructively all decisions.
- The effective management of all its resources and reporting to them as and when required.
- All administrative and financial records of the Council and the prudent administration of its finances.

The successful applicant will work flexible hours mainly from home, attending council meetings one evening a month and site visits within the Community Council as required.

For further details of the post visit <https://rhossilicc.org.uk/>. Informal enquiries may be made by email to Rhossilicc@gmail.com. Application is by CV with a covering letter outlining how you meet the person specification, emailed to Rhossilicc@gmail.com as soon as possible and no later than 5th July 2022.

Interviews will be held as soon as suitable candidates are available. The position will close once the right candidate has been found. Start date: September 2022 or as soon as possible after.