



## ROGIET COMMUNITY COUNCIL

### **Job Vacancy – Clerk / Responsible Finance Officer (RFO)**

Rogiet Community Council is a small Council working on behalf of the Community of Rogiet in Monmouthshire, South-East Wales. We wish to recruit an experienced Clerk / RFO.

This role is flexible, working largely from home, but applicant will also be required to come to Rogiet on occasions when required.

Applicants must be able to demonstrate that they have:

- experience of administrative management
- an ability to understand local government law and procedure
- knowledge of financial management
- competent IT skills preferably with experience with Rialtas software
- ideally qualified with the Certificate in Local Council Administration (CiLCA) or prepared to qualify within eighteen months of commencement.

Hours of work: Flexible 20 hours per week which includes some evenings for Council meetings, with a potential to increase to 25 hours per week.

Salary will be dependent on qualifications and experience.

SCP 24-28 £29,714 - £32,798 pro rata (£15.16/hr - £17.05/hr)

Job commencement desired for June 2022.

We are open to the idea of splitting the role into two:

- this Clerk / RFO role, on say 12 hours per week (negotiable); and
- a supporting Administrative Officer role, on say 8 hours per week.

To express your interest in the Clerk / RFO role please send your CV and any questions you may have to our Chair and Vice-Chair:

[philip.ellwood@rogietcommunity.council.co.uk](mailto:philip.ellwood@rogietcommunity.council.co.uk)

[anna.wilson@rogietcommunity.council.co.uk](mailto:anna.wilson@rogietcommunity.council.co.uk)