



Ruabon Community Council

RECRUITMENT OF COMMUNITY COUNCIL CLERK AND RESPONSIBLE FINANCE OFFICER (RFO)

Salary Scale: LC2 18-23 (£25,419-£28,226 pro rata/pay award pending) depending upon experience and qualifications.

Working hours: minimum of 25 hours per week. This will include some evening meetings and hybrid working can be discussed.

The village of Ruabon has a rich and interesting history. Positioned in the south of the County of Wrexham, Ruabon is a unique gateway to the Vale of Llangollen and the Ceiriog valley with excellent transport links to many Welsh beauty spots as well as the cities of Chester, Liverpool, and Manchester.

With the resignation of the Community Council Clerk and RFO due to promotion, the Council is seeking to appoint an innovative Clerk, with suitable experience, to take responsibility for all legal and financial aspects of the management and functions of the Council. The current budget of the council is in the region of £135,000.

Candidates must have a sound knowledge of local government legislation and finance, as well as the processes and procedures required to be carried out by the council. The successful applicant will hold the Certificate in Local Council Administration (CiLCA) or be willing to work towards obtaining it.

The Council provides several services, activities and events and works with many community partners and stakeholders. We would like to recruit a community minded Clerk who has an active interest in working proactively alongside the local community and residents of Ruabon.

The closing date for the receipt of applications is 19th August 2022; interviews are planned for 1st and 2nd September 2022.

Applications are welcome by submission of a covering letter and CV. The selection process will involve a personal interview and a timed, practical exercise.

If you wish to have an informal discussion about the post, or to request an application pack, please contact the present Clerk, Helen Belton, details below.

Website: www.ruaboncommunitycouncil.gov.wales

Phone: 07805 670157

Email: clerk@ruaboncommunitycouncil.gov.wales