



# SAUNDERSFOOT COMMUNITY COUNCIL



## APPOINTMENT OF CLERK, RESPONSIBLE FINANCIAL OFFICER AND BURIAL OFFICER

Salary LC2 (Substantive Range 24-28) £33,024-36,648 (Pro Rata)

Part Time: 20 hours per week.

If you have a genuine interest in helping our community focussed team of councillors develop and deliver timely, quality, and innovative services to the local community, this permanent position is ideal for you.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council Meetings are properly administered, and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

Suitably qualified (with, or be willing to obtain, CiLCA -the Certificate in Local Council Administration), highly motivated, enthusiastic and community focussed, you will bring sound leadership, staff management, administration, communication, IT, financial and organisational skills and be flexible in approach to support Councillors and meet deadlines.

We offer nationally based terms and conditions of employment. The role will primarily be home based but requires occasional evening and weekend work, when necessary.

To register an interest and request an application pack which will include a Job Description and Person Specification please email [recruitment.saundersfootcc@gmail.com](mailto:recruitment.saundersfootcc@gmail.com)

This vacancy will remain open until open until the position is filled.

Saundersfoot County Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.