



Clerk to St Donats Community Council

Pay Scale SCP 1 - 17

(Salary £ negotiable with successful candidate)

Average: 15 hours per week

Applications are invited from suitably qualified candidates for the post of Clerk to the St Donats Community Council.

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

For further information, please contact:

Council Chairperson, Mrs. Mary Jeffreys

Please send, marking "Confidential", your application with an up-to-date CV, and request, if required, further information on job description and person specification

By email to

marytjeffreys@gmail.com

The closing date for all applications is: end of April 2021.

Applications received after this date and time will not be accepted.