



# V A C A N C Y

## Ogmore Valley Community Council

### Assistant Clerk/Responsible Financial Officer (Temporary)

Date posted: 1 March 2019

**Application closing date: Monday 11 March 2019 by 12.00 noon**

Salary: £10 - £12 per hour depending on experience

A vacancy has arisen for a Temporary Assistant Clerk/Responsible Financial Officer, working 10 hours per week, to commence work from Monday 1 April 2019.

The successful applicant would be required to work from home and occasionally attend an evening council, as and when required

The applicant should have at least 2 years previous administrative experience, book-keeping/accounting, good IT skills, organisational and communication skills.

**Please apply with a CV to include two referees and covering letter to:**

**Mrs Anne Wilkes, Temporary Clerk of the Council, Ogmore Valley Community Council, c/o 62 Maesteg Road, Cwmfelin, Maesteg CF34 9LB**

**Tel: 0790 460 4049**

**Applications by Email: [ogmorevalleycc12018@gmail.com](mailto:ogmorevalleycc12018@gmail.com)**