

TALLEY COMMUNITY COUNCIL

VACANCY FOR THE POST OF CLERK, RESPONSIBLE FINANCE OFFICER AND CHURCHYARD CLERK

An opportunity to become the Clerk to Talley Community Council.

The Council is looking to appoint a new Clerk to administer its work and finances. Holding a responsible legal and public position, the Clerk will administer the Council's affairs and ensure that the Council's instructions are carried out in relation to its duties as a local authority. The successful applicant will advise the Council in the formation of its overall policies and activities. In particular, the production of all the relevant information required for both making and implementing effective decisions.

Good literacy in Welsh and English, numeracy, organizational and IT skills are essential. The Clerk will need to deal with correspondence in both Welsh and English.

Salary: £5,000 per annum (Gross) plus expenses.

Working mainly from home, but must be able to attend monthly evening meetings. The successful applicant will also need to be able to attend site visits, as required, within the Community Council area.

Expressions of interest (in the form of a CV and covering letter) are invited and should be addressed to the Chairman, e-mailed to cyngorcymunedtalylychau@outlook.com or by post to the Clerk: Jane Morgan, Maesywawr, Talylychau, Llandeilo, SA19 7YP.

Closing Date: Ongoing until position filled.