

Trefnant (Denbighshire) Community Council
is advertising the post of Clerk to the Community Council

SCP 13-17 depending on qualifications and experience
(£26873 - £28770 pro rata – as per NLAC Payscale April 2023)
(Salary £13.97ph- £14.95ph per hour dependent on SCP)

Average : 5 hours per week + 1 monthly meeting (excludes August & December)

Applications are invited from suitably qualified candidates for the post of Clerk to the Trefnant Community Council following the resignation of our present Clerk.

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 the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

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 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 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.

For further information, please contact: Carolyn Williams - The Clerk – Trefnant Community Council Initially write, marking your envelope “**Confidential**” requesting

an Application Form and a Job Description to :

**Carolyn Williams - The Clerk to Trefnant Community Council Willow Cottage,
Glascoed LL22 9DG**

Or via email to:- trefnantclerk@outlook.com

The closing date for all applications is : Friday 16th February 2024.

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