

VACANCY for TREFEGLWYS COMMUNITY COUNCIL CLERK

18 hours per month

Applications are invited from interested candidates for the post of Clerk and Responsible Financial Officer (RFO) to Trefeglwys Community Council.

The Clerk to the Council is 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 Proper Officer. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function 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 Council's activities and in particular to produce all the information required for making effective decisions and to implement 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 the Clerk, Mrs Sophie Palmer, by email at trefeglwyscc@hotmail.co.uk

To apply, please send your CV and a covering letter by email to trefeglwyscc@hotmail.co.uk