

Vacancy for Clerk & Responsible Finance Officer

Jeffreyston Community Council is looking to appoint a Clerk/RFO with drive, determination, attention to detail and excellent organisational skills to manage a varied workload. You should be confident to work individually as well as be part of a team.

Holding a responsible public position, the Clerk will administer the Community Council's affairs and act as representative and ambassador. The post holder will advise the Council in the formation of its' policies and activities, produce agendas and minutes and manage the budget.

The ideal applicant will have administrative and financial experience. Prior experience of working as a Town or Community Council Clerk is not essential but any local government experience would be looked on favourably. Welsh language is desirable but not essential.

NALC Salary Point 6, currently £10.24 per hour but negotiable depending on experience and qualifications. 15 hours per month, working mainly from home but must be able to attend face to face monthly evening meetings.

Please contact the Clerk for a full job description if required.

Please submit your application and Curriculum Vitae to Mrs M Overall at jeffreystoncc@gmail.com Telephone contact number 01646 650266.

Closing date for applications is 5.00 pm on the 5th of November 2021 with interviews being held week the following week (TBC).

The successful candidate to take up post on the 1st of December 2021, subject to references.