

## CLERK TO WYE VALLEY COMMUNITY COUNCIL

**SALARY: SCP (24 – 28)** depending on experience and qualifications.

**FTE Salary: – £34,314 - £37,938 pro-rata** (£17.79 - £19.66) at standard monthly hours).

**Part-Time: 35 hours per month** which will include attending evening monthly meetings (Monday evenings) plus occasional committee meetings. Additional hours available as authorised by Council where required.

**Location:** Working from home.

Applications are invited for the position of Clerk & Responsible Financial Officer to manage the administration, resources, and finances of Wye Valley Community Council and provide effective advice and support to elected members

We are seeking a motivated, enthusiastic individual to build on recent changes within our Council, with an aim of elevating our Council to provide an excellent service to our community. You will be educated to a good standard and hold a Certificate in Local Council Administration (CiLCA) or be prepared to attain this as soon as possible. We seek an engaging and pragmatic applicant to work closely with our councillors.

Closing date for applications Friday 11<sup>th</sup> April 2025.

Enquiries to the Clerk, Elizabeth Greatorex-Davies, email:- [clerk@wyevalleycc.co.uk](mailto:clerk@wyevalleycc.co.uk) for application form and Job Description.