

Caersws Community Council

Clerk and Responsible Financial Officer Vacancy

Part time: 12 hours per week including evenings.

Salary range: NALC Pay Agreement SCP 5-6 (£23,500-£23,893 pro rata) depending on experience.

Closing date: 30th April 2024. The Council reserves the right to extend the application closing date.

Start date: As soon as possible following an offer of the role.

The Council is looking to appoint a clerk to carry out its administration and finances. Working mainly from home the successful candidate will be expected to attend the monthly meetings held on the last Wednesday of each month as well as any additional meetings that may be called as necessary.

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 and review of all required policies and statutory documentation. In particular, the production of all relevant information required for both making and implementing effective decisions.

The Clerk is also the Responsible Financial Officer and will therefore keep up to date accounts and collate the required information each year for both internal and external audits.

Familiarity with Microsoft Word, Excel and Outlook are essential. Welsh language skills are desirable but not essential.

For the full job description and person specification, please contact Sophie Palmer at clerk@caerswscommunitycouncil.co.uk.

Applications are invited in the form of a CV and covering letter and should be addressed to the Chairman, Cllr Colin Woosnam and emailed to clerk@caerswscommunitycouncil.co.uk.