



Henllan Community Council are seeking a Clerk and Responsible Financial Officer

Applications must be returned by 10th July 2025

Salary: – NJC/SLCC Point 14–16 salary scale (£15.08 per hour) depending on experience and qualifications.

The post is offered as a Part-Time role, at 14 hours a month which will include evening attendance at meetings.

Location: Working from home

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

We are seeking a motivated, enthusiastic individual 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.

Attendance at the monthly council meetings (usually Tuesday evenings).

Person Specification

Clerk & Responsible Finance Officer Essential Education and Qualifications Good standard of education, CILCA or prepared to start process within 1 month in post. Previous Knowledge and Experience: Knowledge of the roles and legal framework of local government and Community Councils in particular. Managing a budget and financial systems. Producing agendas and producing meeting minutes. Good understanding and use of Microsoft Office (or equivalent software). Committed to customer service and serving the community. Ability to attend evening meetings
Driver's license.

Welsh Language Skills: To balance the skills within the Council the ability to communicate through the medium of Welsh is necessary for this post. We are committed to our Welsh language and are proud of our Welsh culture. We welcome applications in both Welsh and English and application forms received in either language will not be treated less favourably than each other.

Job Description

Henllan Community Council (HCC) comprises ten councillors and three County Councillors meeting 11 times a year covering Henllan Village. ([Ward Denbigh Caledfryn Henllan](#)).

To apply, please send your CV together with a covering letter to: ian.carrie@pc2kworld.co.uk

In your covering letter, please state your reason(s) for applying and demonstrate, by using examples, how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible. Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

Henllan Community Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.