

## **Graig Community Council**

### **Appointment of Clerk and Responsible Financial Officer (RFO)**

Location: Graig Ward (Home based) - in person attendance required at monthly council meetings (normally last Wednesday of every month) and ad-hoc meetings as needed.

Hours: Part-time (approximately 12 hours per week), including some evenings. The community council meets face to face once per month, normally on the last Wednesday of the month. Other Committee and ad-hoc meetings as required. Optional and occasional weekend work.

Salary and Benefits: NALC Salary Scale LC1/SCP 07 to 12 - £25,584 to £27,711 per annum/pro-rata. depending on qualifications and experience. Pension scheme, holidays, expenses and training and necessary office equipment, including computer, printer and other essential tools provided.

If you have a genuine interest in helping our forward thinking and energetic Council develop and deliver timely, quality and innovative services to the local community, this post is ideal for you.

You will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

Suitably qualified (ideally with or be willing to obtain CiLCA – the Certificate in Local Council Administration), highly motivated, enthusiastic and community focused, you will bring sound leadership, staff management, administrative, communication, IT, financial and organisational skills and be flexible in approach and able to meet deadlines.

Welsh language skills are desirable, but not essential.

We offer excellent nationally based terms and conditions of employment for this post which **will** involve occasional working evenings (at least one evening per month) and optional and occasional weekend work.

**To apply please visit our jobs board and complete the application form including your CV and Cover Letter:** <https://jobs.growhire.com/grraig-community-council>

**Full job description obtainable here:** <https://2ly.link/27vVi>

**For questions, please email:** [clerk@grraigcc.co.uk](mailto:clerk@grraigcc.co.uk)

**Closing date for applications: Friday 11th July 2025**

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