

Cyngor Cymuned PENTRAETH Community Council

VACANT POST

Community Council Clerk and Responsible Financial Officer

Salary Scale Scp.13 £28,163 (£14.60 per hour pro rata) plus £5 per week working from home allowance. Average of 10 hours per week (37 hours full time equivalent)

Pentraeth Community Council is seeking to appoint an energetic and enthusiastic person to the above post. Pentraeth and Rhoscefnhir are 2 small villages on the East side of Anglesey with a population of approx. 1,000. The Council is seeking to appoint a Clerk and Responsible Financial Officer (RFO), with suitable experience, to take responsibility for all aspects of the management, functions and responsibilities of the Council.

There are 11 members of the Pentraeth Community Council who meet in the Memorial Hall in Pentraeth on the last Wednesday of each month (except August and December). These are public meetings which electors are entitled to attend and hear the council's business. The monthly meeting is also available on line through the media of Zoom.

The Community Council has its own website, www.pentraeth-cc.uk which the Clerk is required to keep up to date. This includes uploading agenda and minutes of council meetings.

It is essential the candidate has the ability to communicate effectively through the medium of Welsh. Meetings are held bilingually with translation facilities and correspondence including meeting minutes are bilingual. A knowledge of local government legislation and procedures would be an advantage.

The candidate should be proficient in Microsoft applications including Word and Excel (financial spreadsheets).

The closing date for the receipt of applications is 12 noon, Monday 7.7.25

For Details, an Application Form or for an informal discussion contact the clerk Enid M Williams on 01248722535 / 07789963396
Or Email clerc@pentraeth-cc.uk. Or enidbryn@btinternet.com

For more details or for an informal chat
Contact the clerk, Enid M Williams on
01248722535 neu 07789963396 or
e-mail: clerc@pentraeth-cc.uk
or visit News on the Council website on
www.pentraeth-cc.uk
