



## COMMUNITY COUNCIL CLERK AND RESPONSIBLE FINANCIAL OFFICER

**NJC Pay Scale SCP 17 to 19 £30,060 to £31,067 (pro rata), for 15 hours per week,  
which is £12,186 to £12,595 per annum**

Valley Community Council is looking to appoint a self-motivated and well organised individual to the post of Clerk and Responsible Financial Officer. Salary is as indicated above with the pro rata rate of 99 hours Annual Leave which is equivalent to 13.5 days.

The post holder will have suitable experience, to take responsibility for all aspects of the management, functions and responsibilities of the Council. Subject to the business needs of the Council, you will work primarily from home, but you will be required to attend all Council meetings. The main duties of the post include:

- Preparing agendas
- Taking minutes
- Dealing with correspondence
- Actioning the Council's decisions
- Updating certain sections of the Council's website
- Being the Responsible Financial Officer, maintaining all financial records.

The ability to speak Welsh is essential. 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).

Valley is a village on the West coast of Anglesey with a population of approx. 2500. The Community Council has 13 members. More information is available on the council website [www.valley-community-council.wales](http://www.valley-community-council.wales).

**The closing date for applications is 12 noon, Wednesday 16 July 2025**

Interviews will be held on **22 July 2025**.

For an informal discussion contact the clerk Rhianwen Sheldon  
Email [valleycommunitycouncil@gmail.com](mailto:valleycommunitycouncil@gmail.com)