



CLERK & RESPONSIBLE FINANCIAL OFFICER

18 Month Contract

**Part time 12-15 hours per week.
Flexible on discussion with successful candidate.**

**Council: Ynysawdre Community Council
County: Bridgend County Borough Council**

Salary: £30559 - £33366 per annum pro rata depending on experience

Ynysawdre Community Council is looking to appoint an initiative-taking and well-organised individual who will be able to bring experience to the position of Clerk and Responsible Officer.

This is a part-time post of 12-15 hours (flexible on discussion with successful candidate) per week, working from our office at the Parish Hall with regular monthly evening meetings and additional duties from home as required.

The main duties of the post are as per the job specification enclosed and require attendance at all meetings of the Council, preparing agendas, taking minutes, dealing with all correspondence, actioning the council's decisions, keeping parts of our website up to date and acting as the Council's responsible financial officer maintaining all financial records.

Application is by CV and covering letter.

**Closing date for receipt of application is:
Friday, 15th August 2025.**

Further details are available from
Cllr. Paul Deenik, Chair of Ynysawdre Community Council
Email: clerk@ynysawdrecommunitycouncil.org