



MOCHDRE COMMUNITY COUNCIL

Mochdre Community Council (Conwy) is seeking to hire a Clerk and Responsible Finance officer.

This is a part-time post of 8 hours per week, working from home with the need to attend one monthly evening meeting and further meetings and events when needed. The main duties of the post are as per the job specification (available on request) preparing agendas, taking minutes, dealing with all correspondence, action the council's decisions, keeping the website up to date and acting as the Council's responsible financial officer maintaining all financial records. Application is by CV and covering letter.

The salary scale is in line with the NJC pay scales will commence at SCP 7 LCI-7 £25,584 p.a. pro-rata based on 8 hours per week working mostly from home, including one evening meeting each month.

Full training will be provided applicants are requested to forward their CV with a covering letter by email to cllr.stephen.price@conwy.gov.uk

Closing date will be when vacancy has been filled.