



Vacancy for Clerk/Responsible Financial Officer

Yscir Community Council is seeking to appoint a Clerk/Responsible Financial Officer with immediate effect. This permanent position is for up to 180 hours per year, currently at £13.26 to £14.36, depending on experience and qualifications.

The Clerk is required to work mostly from home but is also responsible for organising, attending and taking the minutes at the bi-monthly evening Council meetings. They must ensure that the Council conducts its business properly and will provide independent, objective, and professional advice and support. They should be computer literate, self-motivated and have good numeracy and literacy skills. Experience is desirable, but not essential, as training and support will be available.

The successful applicant will be employed in accordance with the Terms and Conditions of Employment of The National Association for Council Clerks.

Interviews will take place at Cradoc Golf Club
Details of the community may be found on the Council's website.

www.yscircc.org.uk

Further details of the post and application form are available from
clerk@yscircc.org.uk