

Ynysybwl & Coed-y-Cwm Community Council

EMPLOYMENT OPPORTUNITY

CLERK & RESPONSIBLE FINANCIAL OFFICER

Clerk and Responsible Financial Officer

Salary: NALC pay scale, SCP 18 (£16.35 ph.)

Hours: Part-time 22.5 hours

We are seeking a highly motivated and community-focused individual to join our forward-thinking Community Council.

The successful candidate will ensure the Community Council's legal, statutory, and financial provisions are met, manage all Community Council meetings and implement Community Council decisions effectively. The role also involves developing strong working partnerships with local and regional bodies.

The ideal candidate will have sound leadership, staff management, administrative, communication, IT, financial, and organisational skills. Flexibility and the ability to meet deadlines are essential. You should be suitably qualified, ideally holding or willing to obtain the Certificate in Local Council Administration (CiLCA) qualification.

This post offers excellent, nationally based terms and conditions of employment. The post will involve some evening work (a minimum one evening a month – for the monthly Community Council meeting).

To apply, please contact the Clerk for recruitment information via email at:

clerk@ynysybwlcc.gov.uk or by calling 07951117876.

Please note the Clerk works part-time and will respond during working hours.

Ynysybwl & Coed-y-Cwm Community Council is an Equal Opportunity Employer

CLOSING DATE 23RD SEPTEMBER 2025