

Llanelidan Community Council Vacancy:

Clerk & Responsible Financial Officer.

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

The Clerk role underpins the daily running of the Council as well as any projects undertaken, this includes organising, attending and taking the minutes at the monthly, evening Council meetings. Maintaining records and policies; both administrative and financial, submitting audits and ensuring that the Council conducts its business properly.

Most of the role is home-based, usually averaging around 12-16 hours per month, with additional hours to be agreed as required. Remuneration will be based on the NJC/ SLCC Pay Scale Point 7 (£13.69) to Point 14 (£15.06) dependent on experience.

The candidate will manage their own time and schedule. During these hours they will be available to the Councillors and community members as needed.

The role is open to a range of skills and ages, however experience in an administrative role is highly desirable. Support and training will be available.

The ideal candidate will be well organised and have strong literacy, numeracy and communication skills as well as being an honest, impartial and objective person. The candidate will be IT proficient; confident in using Microsoft 365 and able to produce, store and share documents. Flexibility and the ability to meet deadlines are essential.

The ability to communicate effectively through the medium of Welsh is desirable. Although meetings are held in English, we are committed to Welsh Language standards.

Llanelidan Community Council is a small rural Community Council with a precept of £6048.00. There are no additional staff.

For more information or an informal chat, please contact our Chair Leaf Pettit
leaf@llanelidancc.wales

To apply, email your CV to the Chair.

Closing date, when the position is filled.