

CLYDACH COMMUNITY COUNCIL

Job Opportunity: Clerk & Responsible Financial Officer (RFO)

Salary Scale: LC2 £39,862- £42,839 (dependent on experience, qualifications and skills)

Hours: 37.5 hours per week (Monday–Friday, with a requirement to attend regular evening meetings and occasional weekend working)

Benefits: Annual leave, Local Government pension scheme, CPD & funded training opportunities, occupational sick pay.

Location: Forge Fach Resource Centre, Hebron Road, Clydach

About the Role

Clydach Community Council is seeking a dynamic, motivated and community-minded Clerk and Responsible Financial Officer (RFO) to take a leading role in supporting our Council's work for the people of Clydach. As the Council's Proper Officer and Responsible Financial Officer under the Local Government Act 1972, you'll ensure that all the Council's legal, financial, and governance responsibilities are carried out to the highest standards. This is an exciting opportunity to play a key role in shaping the strategic and operational direction of the Council and the local community.

Key Responsibilities

- **Governance & Legal Compliance:** Ensure compliance with the Local Government Act 1972, Well-being of Future Generations (Wales) Act 2015, Environment (Wales) Act 2016, Equality Act 2010, Data Protection Act 2018, and Freedom of Information Act 2000.
- **Financial Management:** Manage budgets, payroll, VAT, banking, and audits under the Accounts and Audit Regulations and Practitioners' Guide on Governance and Accountability (2019).
- **Strategic Development:** Advise and assist Councillors in developing policies and partnerships.
- **Community Engagement:** Lead communications, events, and digital outreach.
- **People Leadership:** Manage and support Council staff, promoting development.
- **Health & Safety / Equality:** Ensure compliance with all statutory duties.

About You

You'll be organised, financially astute, and an excellent communicator with a passion for local government and community development. You'll have senior administration and finance experience (preferably in local government), GCSEs in Maths and English (or equivalent), and hold or be willing to achieve the Certificate in Local Council Administration (CiLCA).

Why Join Us?

This leadership role offers a genuine opportunity to make a difference in your community. You'll work with dedicated Councillors and staff, receive full training support, and benefit from funded professional development, including CiLCA and SLCC membership.

How to Apply

To apply please send your CV and a cover letter outlining how you meet the requirements of the role and what key attributes you would bring to cllrjuliannicholds@clydach.cymru

Closing Date: 28th November 2025

Clydach Community Council is an Equal Opportunities Employer and welcomes applications from all sections of the community.