

## **Exciting Opportunity – Clerk & Responsible Financial Officer**

Llangunnor Community Council is seeking an organised and enthusiastic individual to take on the varied and rewarding role of Clerk and Responsible Financial Officer.

This is a part-time position (60 hours per month) working mainly from home, with evening meetings held locally. The role offers the opportunity to work independently, manage your own workload, and make a real difference in your community.

As the Council's principal administrator and financial officer, you'll help ensure that the Council runs efficiently and lawfully — preparing agendas and minutes, managing budgets, liaising with contractors and residents, and supporting local projects and events.

No previous council experience is necessary, as full training and support will be provided, but strong organisational skills, attention to detail, and self-motivation are essential. The role would suit someone who enjoys varied work, takes pride in getting things done, and can work confidently on their own initiative.

This is an excellent opportunity to gain valuable experience in local government while supporting a proactive and community-focused Council.

Application Deadline 27<sup>th</sup> November 2025

Interviews Week Commencing 11<sup>th</sup> December

Start date ASAP for handover purposes.