



Clerk & Responsible Financial Officer (RFO)

Bangor-on-Dee Community Council — Permanent — 8 hours/week — Salary Dependent on Experience

We're seeking an organised, community-minded Clerk & RFO to support a friendly group of councillors and help the Council run smoothly for the people of Bangor-on-Dee.

Key responsibilities

- Attend one evening Council meeting per month in person; prepare agendas, papers and accurate minutes
- Track and progress actions between meetings
- Maintain Council financial records and oversee routine RFO duties
- Liaise professionally with residents, partner organisations and authorities

About you

- Methodical, discreet and a clear communicator
- Confident with basic finance/admin and standard IT (email, Word/Docs, spreadsheets)
- Able to work independently and meet deadlines

How to apply

Request the job description and application form by emailing the Chair at nick.amyes@bodcc.wales.

For an informal chat about the role, contact Nick Amyes on 01978 780829.

Timeline

Closing date: 19 December 2025

Interviews: early January 2026

Bangor-on-Dee Community Council is committed to equality of opportunity and welcomes applications from all sections of the community.