

GROSMONT COMMUNITY COUNCIL

JOB VACANCY FOR THE POSITION OF CLERK OF GROSMONT COMMUNITY COUNCIL

Grosmont Community Council serves the communities of Grosmont, Llangattock Lingoed and Llangua, Monmouthshire. The council also owns and administers the listed Grosmont Town Hall and works in partnership with local groups, including Grosmont Futures, with whom it is working on a National Lottery Heritage Fund project to renovate the building.

The council is looking to appoint a joint clerk and responsible financial officer (RFO) to administer its work and finances. This is a responsible legal and public position.

Working from home, applicants must demonstrate excellent administrative skills and an understanding of local government law and procedure. Up-to-date financial management and IT skills are essential. The successful candidate will also update the easy-to-use council website (training is provided) and manage and administer the council's accounts to ensure, in consultation with members, that an annual budget is set and monitored. They will liaise with council auditors and ensure accounts are regularly audited.

The successful candidate will be expected to attend monthly evening meetings, plus occasional site visits and events within the community area, as required. They will also advise the Council in forming its overall policies and activities, including producing all the relevant information required for making and implementing effective decisions.

Prior experience of working as a town or community council clerk is preferable but not essential. Any local government or administrative experience would be looked on favourably. Training towards the Certificate in Local Council Administration can be provided.

Hours – Approximately 12 hours per week working from home. The hours are flexible but will include attending the monthly council meeting, usually on the second Tuesday evening of every month.

Salary negotiable.

If you are interested or you would like further details, please contact the chair of the council with your CV and cover letter by email l.morgan@grosmont.wales

Application deadline is 13th January 2026

Thank you.