

ST FAGANS COMMUNITY COUNCIL

Clerk/ Responsible Financial Officer to the Community Council

**SCP 8-15 (£26,824 – 30,024) pro rata based on 37 hours per week
15 to 20 hours per week – initially 20 hours, to be reviewed after 4 months**

St. Fagans Community Council are looking to appoint a self-motivated and enthusiastic Clerk to support their work. This post would suit someone who has a genuine interest in caring for the local community.

As Clerk and Responsible Financial Officer, you will ensure that all legal, statutory, financial and other governing provisions relating to the Council are observed, all Council meetings are properly administered and decisions effectively implemented whilst developing healthy working partnerships with key local and regional bodies.

Suitably qualified (ideally with or be willing to obtain CiLCA – the Certificate in Local Council Administration), highly motivated, enthusiastic and community focused, you will bring sound leadership, administrative, communication, IT, financial and organisational skills and be flexible in approach and able to meet deadlines.

For an application pack which includes a job and person specification please visit:

www.stfaganscc.gov.wales

Or to arrange an informal chat contact:

Hilary Dyer, Clerk to St Fagans Community Council: clerk@stfaganscc.gov.wales

The closing date for all applications is: Tuesday 16th December 2025 at 5pm.

Applications received after this date and time will not be accepted.

St. Fagans Community Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.