

LLANSTEFFAN & LLANYBRI COMMUNITY COUNCIL

APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

Salary within LC2 Clerk's Salary Grade Point 18 to Point 28 (starting rate dependent on experience).

Rate of Pay - £16.35 to £20.29 per hour on a Green Book contract

Part-time – 10 hours per week

The Council is seeking a highly organised and committed applicant to undertake this key role which is responsible for all day-to-day organisation and management of the Council's services, facilities and finances. You will need to be enthusiastic, flexible and community-focussed with excellent administrative, inter-personal, accounting and IT skills, in order to work successfully with Councillors, external organisations, stakeholders and the community.

Ideally you will have a sound understanding of local authority organisation and management.

The post is part-time (10 hours per week) and evening meeting attendance is required.

Please call Councillor Rhian Worrell on 07539699440 or email

llansteffanandllanybri@gmail.com for an application form.

Llansteffan & Llanybri Community Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.