



Appointment of Clerk and Responsible Financial Officer (RFO)

Location: Nelson ward, Caerphilly County Borough Council (Home based) - in person attendance required at monthly council meetings and ad-hoc meetings as needed.

Hours: Part-time (approximately 11 hours per week), including some evenings. The community council meets face to face once per month, normally on the second Thursday of the month. Other Committee and ad-hoc meetings as required.

Occasional weekend work.

Salary and Benefits: NALC Salary Scale LC1/SCP 07 to 12 - £26,403 to £28,598 per annum/pro-rata. depending on qualifications and experience. Pension scheme, holidays, expenses and training.

If you have a genuine interest in helping our forward thinking and energetic Council develop and deliver timely, quality and innovative services to the local community, this post is ideal for you. 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, staff management, administrative, communication, IT, financial and organisational skills and be flexible in approach and able to meet deadlines.

Welsh language skills are desirable, but not essential. We offer excellent nationally based terms and conditions of employment for this post.

To apply please provide CV and Cover Letter.

Please email: clerk.nelson@outlook.com

Closing date for applications: Friday 6th March 2026

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