

Job Advertisement: Clerk and Responsible Financial Officer (RFO) Camrose Community Council –

Pembrokeshire Salary: Negotiable depending on experience Hours: Approximately 14 hours per month Meetings: One regular evening meeting per month Camrose Community Council is seeking a motivated and organised individual to serve as Clerk and Responsible Financial Officer (RFO).

This is a part-time, flexible role (approximately 14 hours per month), ideal for someone with strong administrative and financial skills, looking to contribute to their local community.

The successful applicant will be expected to attend one evening council meeting per month at Camrose Community Centre, usually on the third Thursday.

Main Responsibilities: • Clerk Duties:

- Prepare agendas and take minutes for council meetings
- Provide administrative support and guidance to the council
- Ensure compliance with statutory duties and council policies
- Maintain council records and correspondence • Responsible Financial Officer (RFO)

Duties:

- Manage the council's finances, including budgeting and financial reporting
- Prepare and monitor financial statements and bank reconciliations
- Ensure compliance with financial regulations and audit requirements

Person Specification:

- Excellent administrative and organisational skills • Numeracy and basic accounting knowledge (training can be provided)
- Good communication and IT skills (to include maintaining the webpage).
- Ability to work independently and maintain confidentiality
- Knowledge of local government procedures is desirable but not essential

How to Apply: To express your interest or request further information, please contact, Trisha or Tania via below email.

Applicants are invited to submit a CV and short covering letter.

Email a CV to: [camrosecouncilwalesuk@gmail.com](mailto:camrosecouncilwalesuk@gmail.com)

\*Early applications are encouraged as once suitable interest has been received