



Job Advertisement
Clerk and Responsible Financial Officer (RFO)

Freystrop Community Council – Pembrokeshire

Salary: NALC Salary Scale LC2, point 11

Hours: Variable, 4-10 hours per week as required to include meetings (one regular evening per month)

Freystrop 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 (between 4-10 hours per week as required). 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 Freystrop Village Hall, usually on the second Monday, excluding August and December. All other work would be mainly from home.

There may be some duties required for the Freystrop Village Hall Committee which would be discussed on a case by case basis.

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 website)
- 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 the acting clerk via below email. Applicants are invited to submit a CV and short covering letter.

Email a CV to: community.clerk@freystrop.wales

*Early applications are encouraged as once suitable interest is received the vacancy will close.