

VACANCY NORTH EAST WALES

HIGHER KINNERTON COMMUNITY COUNCIL

Short or long term Opportunity: Clerk & Responsible Financial Officer

Salary package – to be agreed.

Approx 48 hours a month.

Higher Kinnerton Community Council are seeking an organised Clerk & RFO to support a friendly group of Councillors and help the Council run smoothly for the people of Higher Kinnerton.

ESSENTIAL

Experience of using computerised accounting systems and Microsoft Office suite including Excel, Word, Outlook, Publisher etc.

Experience of working on own initiative and as part of a team.

Broad based experience of administration

PREFERRED

Previous local government direct experience preferred.

Agenda setting, taking minutes and scheduling and managing the administration of meetings

Financial experience including accounts management, budget setting, financial monitoring and control and audit compliance.

Precept £36,611, Councillors 9, Population circa 1800 Location Flintshire Wales/England border

Meetings 11 – all virtual, Buildings 0

To apply, send CV to martin@higherkinnerton.org.uk

Website <https://higherkinnerton.org.uk/the-council/about-the-council/>

For an informal chat email: ian@higherkinnerton.org.uk