

LLANVACHES COMMUNITY COUNCIL

Email: clerk@llanvachescc.gov.wales

www.llanvachescc.gov.wales

VACANCY

Clerk and Responsible Finance Officer

Llanvaches Community Council seeks a highly motivated, enthusiastic person to take on the post of **Clerk and Responsible Finance Officer** to the Council.

Hours: 264 annually equals an average of 22 hours per month

Salary: £13.26 per hour Spinal Column Point (SCP) 5 / £3,500.64 per year £291.72 per month (pay award pending)

The position which is home based involves working on average 5 hours a week which will be subject to a degree of flexibility in meeting the needs of the Council. The clerk is required to attend Community Council meetings which are held 10 times a year with the occasional extraordinary meeting as required.

Duties will include, but are not limited to:

- Organising and attending council meetings, preparing agendas, and writing minutes
- Implementing and maintaining the Community Council website
- Maintaining/updating files, policies and documents
- Implementing the Council's decision
- Attending to all correspondence including letters and emails
- Distributing relevant information to Councillors
- Act as the responsible Financial Officer, manage and report on the Community Council's finances, including HMRC PAYE, annual budget preparation, payment of invoices, reclaiming VAT and prepare the accounts for annual audit
- Preparing end of year accounts liaising with both internal and external auditors
- Apply, monitor and report on any grants/funding which is applied for
- Acting as the Data Protection Officer for the Community Council
- Monitoring planning applications and circulating to the Council
- Liaising with City Councillors and Newport City Council
- Advising the Council

It is preferred that the successful candidate is CILCA qualified but experience or transferable skills will be considered.

Good IT, interpersonal and organisational skills are also required. The salary will be paid in line with NALC guidelines and according to experience.

Application forms and further details are available by email from the Clerk at the above address or on the website www.llanvachescc.org.uk

Closing Date for Applications: 12 noon Friday, 12th June 2026