

ST BRIDES COMMUNITY COUNCIL

VACANCY FOR CLERK AND RESPONSIBLE FINANCIAL OFFICER

Clerk/ Responsible Financial Officer to the Community Council - part time, initially 20 hours per week until 31 August 2027. From 1 September 2027 it is anticipated there will be a reduction in weekly hours worked to 14 hours per week. NALC salary scale SCP 24 - 28 £18.35 - £20.29 per hour (£35,412 – £39,152 per annum pro rata). Starting salary and scale point dependent on competence, qualifications and experience.

St. Brides Community Council are looking to appoint a self-motivated and enthusiastic Clerk. This post would suit someone who has a genuine interest in caring for the local community.

The successful candidate will be Clerk and Responsible Financial Officer to both St Brides Major Community Council and to Ewenny Community Council until May 2027 when these community councils merge. At the date of merger the successful candidate will TUPE transfer to be the Clerk and Responsible Financial Officer to the newly formed Ewenny and St Brides Major Community Council.

As Clerk and Responsible Financial Officer, you will ensure that all legal, statutory, financial and other governing provisions relating to the Councils 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 willing to work towards CiLCA – the Certificate in Local Council Administration), highly motivated, enthusiastic and community focused, you will bring sound leadership, administrative, communication, IT, financial and organisational skills.

To apply send a covering letter and full CV to: ewennycc@gmail.com

A detailed job description and person specification can be found at:

<https://sites.google.com/site/ewennycommunitycouncil/job-vacancy-clerk-to-ewenny-and-st-brid-es-major-community-councils>

Or to arrange an informal chat contact: Ron Carrie, Clerk to Ewenny Community Council (ewennycc@gmail.com)

The closing date for all applications is Wednesday 15 July 2026 at 5pm. Applications received after this date and time will not be accepted.

Location: Home based - but will be required to attend in person monthly Council and other ad hoc meetings as necessary in the Ewenny and St Brides Major ward (covering Ewenny, St Brides Major, Southerdown and Ogmores by Sea). Some evening work and occasional weekend

work will be necessary. The successful candidate will need a driving licence and access to a car to effectively undertake the role in what is a predominantly rural community council area.