

Skenfrith Community Council

Vacancy for the post of Clerk and Responsible Finance Officer

Skenfrith Community Council covers the areas of Skenfrith, Cross Ash and Llanvetherine. The council was founded in May 2022 following boundary changes. The community council is a small, diverse and progressive Council. The Council is keen to continue to strengthen the community through engagement and by supporting community organisations.

The Council is looking to appoint a clerk to administer its work and finances. Holding a responsible legal and public position, the clerk will administer the Council's affairs and ensure that the Council's instructions are carried out in relation to its duties as a local authority. The successful applicant will advise the Council in the formation of its overall policies and activities. In particular, the production of all the relevant information required for both making and implementing effective decisions.

Literacy, numeracy, organisational and IT skills are essential. Welsh language skills are desirable but not essential. As Responsible Financial Officer the clerk will administer the Council's accounts and ensure a budget is set and monitored. The council's payroll is managed internally and the clerk is expected to manage payments, income tax and to claim back VAT. The clerk also manages and updates the council's website. www.skenfrithcommunitycouncil.cymru

The ideal applicant will have administrative and financial experience. Prior experience of working as a Town or Community Council Clerk is not essential but any local government or administrative experience would be looked on favourably

NALC Salary Point 17, currently £13.95 per hour. 20 hours per month (this may increase during busy times), working mainly from home but must be able to attend evening meetings. Office and telephone expenses are also paid. The successful applicant will also need to be able to attend site visits, as required, within the community council area.

Expressions of interest (in the form of a CV and covering letter) are invited and should be addressed to the Chair and e-mailed to skenfrithcommunitycouncil@gmail.com

Closing Date: Ongoing until position filled.