

TRALLONG, LLANFIHANGEL NANT BRAN & PENPONT COMMUNITY COUNCIL

Vacancy for Clerk and Responsible Financial Officer

Trallong Community Council is seeking to appoint a Clerk/Responsible Financial Officer with immediate effect. This permanent post is for up to 250 hours per year and the post holder is required to work from home. Pay will be in accordance with the NALC recommended scale point 13 (£12.97 per hour – 2022/23) but negotiable depending on experience and qualifications.

The Council is seeking to appoint a person who is computer literate, self-motivated and has good numeracy, literacy and IT skills. Experience is advisable but not essential as training and support will be available for the successful candidate. Any local government experience would be looked on favourably.

The Clerk is expected to organize bi-monthly evening Council meeting and will be the Responsible Financial Officer, responsible for the financial records of the Council and administration of its finances, with some knowledge of PAYE and payroll obligations. The Clerk must ensure that the Council conducts its business properly and will provide independent, objective and professional advice and support. The Clerk will assist with the Council's Facebook site and website.

Hours are flexible apart from the Council meetings. The successful candidate will be employed in accordance with the Terms and Conditions of employment of the National Association for Council Clerks.

The post holder will advise the Council in the formation of its policies and activities, produce agendas and minutes and manage the budget. The ideal applicant will be able to work on their own initiative in accordance with the requirements of the Council.

Details of the community may be found on the Council's website.

<https://www.trallongcouncil.org/>

Further details of the post and application form are available from the Chairman:

Fiona Cloke 07760 471318 or fionacloke39@gmail.com

Closing date for applications: ongoing until post filled

Interviews will take place at Trallong Village Hall