

LLANFRYNACH COMMUNITY COUNCIL

Vacancy for Clerk/Responsible Financial Officer to Llanfrynach Community Council

Llanfrynach Community Council is seeking to appoint a Clerk / Responsible Officer.

This permanent position is for 40 hours per month, salary range SPC 10-13 depending on experience and qualifications. The Clerk is required to work mostly from home and is responsible for organising, attending and taking minutes at its meetings which are bimonthly depending on the Councils commitments. The Clerk must ensure the Community Council conducts its business properly and provides independent advice and support. The successful applicant should be computer literate, self-motivated and have good numeracy and literacy skills.

Experience is desirable, but not essential, as training and support will be available.

The successful applicant will be employed in accordance with the terms and conditions of employment of the National Association for Council Clerks

For further information please contact Keren Bender on
clerk@llanfrynachcommunitycouncil.gov.uk

07951536001

llanfrynachcommunitycouncil.gov.uk

Closing date as soon as the post is filled