

ERWOOD COMMUNITY COUNCIL/ CYNGOR CYMUNED ERWYD

VACANCY FOR CLERK AND RESPONSIBLE FINANCIAL OFFICER

ERWOOD COMMUNITY COUNCIL is seeking to appoint a Clerk/Responsible Financial Officer to replace the existing Clerk who will be retiring in August 2022. This permanent position is for approx. 30 hours per month and the post holder is required to work from home. Pay will be in accordance with the NALC recommend scale points 7-12 (from £10.63 per hour) depending on experience and qualifications. It is expected that the new Clerk will have an overlap period with the existing Clerk for a couple of months.

The Clerk is expected to organise and attend evening Council meetings approx. every 4-6 weeks. The Clerk must ensure that the Council conducts its business properly and will provide independent, objective and professional advice and support. The Clerk is also the Responsible Financial Officer for the Council.

Erwood Community Council is seeking to appoint a person who is computer literate, self-motivated and have good numeracy and literacy skills. Experience is desirable but not essential as training and support will be available for the successful candidate. Training for ILCA – Introduction to Local Administration and /or CILCA – Certificate in Local Council Administration would be desirable. Local knowledge would be an advantage. Details of the community may be found on the Council’s website www.erwoodcc.org.uk .

Further details of the post will be available from the current Clerk:

Mrs Gwyneth Davies, 01874 754549 or clerk@erwoodcc.org.uk

Closing date: 16 June 2022
