



BISHTON COMMUNITY COUNCIL
CYNGOR CYMUNED TRESEFJOB

JOB VACANCY:

Community Council Clerk / Responsible Finance Officer

Bishton Community Council is seeking to appoint a highly efficient, multi-skilled manager for this varied, responsible and rewarding role of Clerk / Responsible Finance Officer.

The Clerk will effectively lead and manage all aspects of the Council's work, including the day-to-day management and operation of Council services as well as the legal, financial, governance and staffing responsibilities.

Working with the local community and the 13 Councillors will be just one aspect of the job.

You will need to have relevant experience, knowledge and skills to work with the Councillors and staff to deliver the Council's services and priorities. An eye for detail and accuracy are essential in this role. You must be available to attend the Council meetings which are held in the evenings and occasionally weekend events.

If you thrive in a small but busy work environment, like a challenge, enjoy public and community interaction, have a positive, caring, 'can do' attitude and can lead by example in the principles of public life (Nolan principles) we very much look forward to hearing from you.

Hours: 15 per week with additional overtime available for busier periods

£14.84 per hour (NALC SCP SCALE)

Please contact Jacob Richards-Powell, Clerk for any further information on 07727272056

Please email CLERK@BISHTON.ORG.UK to request the full job description,

employee specification and application form

Closing Date: noon on 20th February 2025