

**Advertisement for Clerk and Responsible Financial Officer to Gwernyfed  
Community Council**

**Clerk and Responsible Financial Officer – Vacancy**

**Part-time: 28 hours per month**

**Salary Range: Competitive rate based on experience.**

Gwernyfed Community Council serves the villages of Three Cocks, Felindre and Half of Glasbury on the south bank of the River Wye.

The Council is seeking a suitably experienced and knowledgeable person to take over from its current Clerk who is wishing to retire from the role. However, we are willing to consider someone prepared to develop the necessary skills.

Holding a responsible legal and public position, the clerk will administer the Council's affairs, and ensure that its instructions are carried out in relation to its duties as a local authority.

As **Responsible Financial Officer**, the clerk will administer the Council's accounts, and ensure that a budget is set and monitored.

The successful candidate will be responsible for ensuring that the Council's statutory and other functions are carried out efficiently and effectively.

Duties will include:-

- Careful administration of all financial records and reporting of finances to the Community Council
- Preparation of agendas and minutes
- Maintaining contact with the Community Council Chair and Councillors

The ideal candidate will have administrative, financial and IT skills, and hold the Certificate in Local Council Administration (CiLCA), or be willing with the Council's support, to qualify for this within one year. Good communication and interpersonal skills, and very basic knowledge of the Welsh language are essential.

The post requires flexible working, and is home based on an average of 28 hours per month. Council meetings are held monthly on the second Thursday evening each month.

This is a permanent position subject to a satisfactory six month probationary period.

The job description and person specification may be [www.gwernyfed.co.uk](http://www.gwernyfed.co.uk)

Expressions of interest (in the form of a CV and covering letter) are invited and should be addressed to the Chair, Cllr Nick Pritchard, and emailed [cllr.nick.pritchard@gwernyfed.co.uk](mailto:cllr.nick.pritchard@gwernyfed.co.uk)