

## LANGSTONE COMMUNITY COUNCIL

### APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

**SALARY: SCP (14 – 21)** depending on experience and qualifications.

**FTE SALARY: - £ 28,624- £32,115 pro-rata** (£6,767-£7,592 at standard monthly hours)

**PART-TIME: 38 hours per month** which will include attending evening meetings. Additional hours available as authorised by Council where required.

**LOCATION:** Working from home

Applications are invited for the position of Clerk and Responsible Financial Officer to lead and manage the administration, resources, and finances of Langstone Community Council, and provide effective advice and support to elected members

We are seeking a motivated, enthusiastic individual to build on recent change within our council, with an aim of elevating our council to provide an excellent service to our community. You will be educated to a good standard and hold a Certificate in Local Council Administration (CiLCA) or be prepared to attain this as soon as possible. We seek an engaging and pragmatic applicant to work closely with our councillors..

Attendance at the monthly Council Meetings (usually Tuesday evenings), plus some committee meetings is essential (evenings).

The key duties and responsibilities are detailed in the job description and person specification for this role and are available from the website (links provided below).

[Person Spec](#)

[Job Description](#)

The post is offered as a Part-Time role, at 38 hours a month which will include evening attendance at meetings. There will be additional hours available where required at busy times, as authorised by the Council. The salary range is in line with NJC agreed rates, **SCP 14-21 (£14.84/hr - £16.65/hr)** depending on qualifications and experience.

Langstone Community Council (LCC) comprises 12 Councillors and covers three villages, Langstone (in Langstone ward) and Old Hamlet of Llanmartin and Llandevaud (both in Llanmartin ward).

To apply, please send your CV together with a covering letter to:

[clerk@langstonecommunitycouncil.org.uk](mailto:clerk@langstonecommunitycouncil.org.uk)

In your covering letter, please state your reason(s) for applying and demonstrate, by using examples, how your knowledge, skills and experience meet each of the essential requirements of the person specification and as many desirable requirements as possible. Please draw on your relevant experiences; including paid employment, voluntary work, family experiences and leisure activities as evidence.

Langstone Community Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.