

Advertisement for the post of
Clerk to the Council and Responsible Financial Officer

LLWCHWR TOWN COUNCIL
APPOINTMENT OF CLERK AND RESPONSIBLE FINANCIAL OFFICER

Salary £18,205.00(to be reviewed annually)

21 hours per week

The Council is seeking highly organised and committed applicants to undertake this key role which is responsible for all day-to-day organisation and management of the Council's services, staff, facilities and finances. You will need therefore to be enthusiastic, flexible and community-focussed with excellent leadership, management, administrative, inter-personal, accounting and IT skills, in order to work successfully with staff, Councillors, external organisations, stakeholders and the community.

Ideally you should have a sound understanding of local authority organisation and management. The CiCLA qualification would be desirable

The post is 21 hours a week- some evening meeting attendance is required. We offer excellent nationally based terms and conditions of employment for this post which involves evening and weekend attendance.

Please call the Clerk to the Council Mr. Nigel Havard on 01792 419121 or 07791 994264 or email clerk@llwchwrTownCouncil.gov.uk for a Job Description, Person Specification and an application form.

Closing date for applications: 15th July,2024.

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