

# Henllanfallteg Community Council

Clerk and Responsible Financial Officer **Maternity Cover – Vacancy**

**Part time:** 20 hours per month on average including some evening work, for 39 weeks.

**Start date:** 1<sup>st</sup> March 2025

**End date:** 30<sup>th</sup> November 2025

**Salary range:** Pro rata SCP 18 (£15.84 hourly rate) to 23 (£17.29 hourly rate) dependant on prior experience

The Council is looking to appoint a Clerk to administer its work and finances. Working mainly from home, the successful candidate will be expected to attend evening meetings.

Holding a responsible legal and public position, the Clerk will administer the Council's affairs and ensure that the Council's instructions are carried out in relation to its duties as a local authority. The successful applicant will advise the Council in the formation of its overall policies and activities. In particular, the production of all the relevant information required for both making and implementing effective decisions.

As Responsible Financial Officer the successful candidate will administer the Council's accounts and ensure a budget is set and monitored. The ideal applicant will have administrative and financial experience. IT Skills are essential. Welsh language skills are desirable but not essential.

Ideally, you will have prior experience as a Town or Community Council Clerk and a strong understanding of local authority organisation and management. Possessing the CiLCA qualification is desirable.

Please reach out to the Clerk at [clerk@henllanfallteg.org](mailto:clerk@henllanfallteg.org) if you have any questions and to request an application pack and/or full job description.

**Closing date for applications:** Once position has been filled