



Proper Officer/Responsible Finance Officer Vacancy St Athan Community Council

Job Title:	Proper Officer / Responsible Finance Officer.
Council Name:	St Athan Community Council, Vale of Glamorgan.
Salary:	SCP24-28 (£33,024 - £36,648)
Holidays:	All national holidays and 21 days annual leave

About the post

We are seeking an enthusiastic, experienced, and committed individual to work with the Council, which is determined to forge a new relationship with its electorate during these challenging times. The Council is committed to meeting its aims and objectives to manage and improve its assets to the benefit of the whole community, in an environmentally responsible manner.

The successful candidate will need to be able to work collaboratively with the Members and other staff. They will need to develop relationships with the residents, voluntary sector, grant funding bodies, and the higher tiers of local and Welsh government.

The successful candidate will ideally have a wide experience of local government and hold a relevant professional qualification (e.g. CiLCA) or be willing to work towards one. They will have excellent administration skills prioritising work to meet deadlines and taking on ad-hoc duties. They will be able to work independently and as part of a team to progress the Council's services, facilities, and projects. They should be able to meet statutory requirements and keep abreast of any legislative changes.

There will be a requirement to attend evening meetings (monthly council meeting and annual finance meeting) of The Council and its Committees. Welsh language skills are desirable but are not essential. Should prospective candidates wish to have an informal discussion about the post then contact the current Chair of the Council, Cllr. Julie Lynch-Wilson email: jlwst.cc@gmail.com or telephone 07968 170421

Skills requirement

Microsoft; Word, Excel, Power Point, Teams. HMRC Payroll, Website Management.

Benefits include

Competitive salary, automatic enrolment into the Local Government Pension Scheme (subject to eligibility), training, and a supportive working environment.

How to apply

Please send application letter, or current CV with a covering letter to Julie Lynch-Wilson, Chair St Athan Community Council, Email: jlwst.cc@gmail.com | Mobile: 07968 170421 | Address: St Athan Community Council, Old School Community Centre, Church Lane, St Athan, Barry CF62 4PL

Closing date for applications is Friday 7 March 2025. Interviews week commencing 17 March 2025.

St Athan Community Council is an Equal Opportunities Employer.