

CYNGOR CYMUNED LLANDRILLO COMMUNITY COUNCIL

Clerk / RFO Vacancy

Llandrillo Community Council is looking to appoint a self-motivated Council Clerk/RFO to deliver the Council's priorities and statutory requirements. The Clerk will be both the Proper Officer and the Responsible Financial Officer of the Community Council, responsible for executing its legal, financial, and administrative requirements, including the management of the website.

This is a very responsible and public position administering the Community Council's affairs and acting as representative of the Council in relation to a range of contractors, local bodies and organisations including officers and councillors of Denbighshire County Council. The right candidate must be proficient in MS Word and Excel and minute taking, be well organised and be a proactive problem solver able to communicate with people at all levels. The administration of the cemetery in Llandrillo is also the responsibility of the Clerk.

This position requires flexible working, including evenings, working from home and attending monthly Council meetings. This position is part time at 20 hours per month
Salary: Scale SCP 25 £16.64 per hour.

Applicants: in the first instance please email your CV with contact details to clerk@cyngorcymunedllandrillo.cymru.

The Job Description and Person specification are available on our website www.cyngorcymunedllandrillo.cymru.

The closing date is midnight on the 26th February 2024.