

**CYNGOR CYMUNED
TRELAWNYD & GWAENYSGOR
COMMUNITY COUNCIL**

VACANCY NOTICE

Clerk and Financial Officer

11 hours per week

Salary Scale LC1 SCP 13-17 £23,023 to £24,920 (Pay Award Pending)

(Pro Rata Equivalent £6,845 to £7,409)

A home working allowance of £40.00 is also paid monthly

The Community Councillors are looking to recruit a Clerk and Financial Officer to provide a financial and administrative support service to the Council. The Council serves both the Trelawnyd and Gwaenysgor village communities and the immediate surrounding area.

The Clerk and Financial Officer's duties include the serving of agendas for meetings, taking minutes of meetings and executing any resolutions, circulation of relevant correspondence, providing advice to elected members, and managing the Council's financial affairs including payments, banking, and quarterly accounts. The Clerk and Financial Officer also advises the Council on their statutory obligations for existing and new emerging legislation.

The role is home based but attendance at meetings is required which can be for meetings held either in person or remotely. The role of Local Councils is constantly evolving, and the successful applicant must be capable of adapting to a varied and challenging work environment and must be able to work on their own initiative.

A full UK driving licence is essential. The ability to speak Welsh is desirable but not essential. Previous experience in a local council or local government environment would be desirable.

The Clerk and Financial Officer would be expected to undertake training and/or attend relevant courses as deemed necessary and appropriate for the role.

For an informal discussion and to request an application pack please contact either Jason Baker, Clerk and Financial Officer on 07527 913235, or Councillor Dai Ellis, Chair of the Council on 07786 117174, or email enquiries to clerk@tgcc.wales.

The closing date for applications is 5.00pm on Friday 19th August 2022, with interviews of candidates taking place towards the end of August.