**Crynant Community Council.**

**Clerk and Responsible Financial Officer**

**Salary Scale (£27,344 - £30,151) pro rata**

**(Local Government LC2 points 18 - 23)**

**Job Title:** Community Council Clerk.

Applications are invited from suitably experienced or qualified candidates for the post of Clerk to the Community Council. Minimum of 14 hours per week which will include attendance at evening meetings.

**About the post:**

The Council is now seeking an enthusiastic, experienced and committed individual to undertake this key role, which includes responsibility for all day-to-day organisation and management of it services, staff, facilities and finances. 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. These assets include parks, play areas, meadow, nature reserve and a thriving community centre.

The post requires a high level of motivation, management, administration, interpersonal, accounting and IT skills in order to work collaboratively with the Members, and staff. Prioritising work to meet deadlines and taking on ad-hoc duties. Working independently and as part of a team to progress the Council's services, facilities and projects, developing relationships with the residents, voluntary sectors, grant funding bodies and the higher tiers of local and Welsh Government.

The successful candidate will ideally have a wide experience of local government law and procedure, and the successful applicant will need to have or be willing to work towards the Certificate in Local Council Administration (CiLCA).

The Council has a Welsh language policy and knowledge of Welsh would be an advantage.

**Benefits include**: Competitive salary, automatic enrolment into the Pension Scheme (subject to eligibility), training and a supportive working environment.

**How to apply:** Please request an application pack from: Heidi Mortimer, 29 The Crescent, Crynant, Neath SA10 8RT or email: heidi.crynantcc@gmail.com For an informal discussion feel free to contact Heidi 07970647012

**Closing date for applications is 5pm 14/12/2022**

Crynant Community Council is an Equal Opportunities Employer.

Mae’r wybodaeth yma ar gael yn Gymraeg os dymunwch / This

information is available in Welsh if you would prefer.