



Vacancy for Clerk & Responsible Financial Officer
Working from home 40 hours per month, permanent contract
NALC Salary scale LC1 Band 13-17, £12.97-£13.95 per hour,
dependent on experience

Llangors Community Council serves the community area of Llangors, Llanfihangel Talyllyn, Llanywern, Talyllyn, Pennorth, Llangasty Talyllyn and part of Cathedine.

From 17th April 2023 the council is seeking to fulfil the vacancy of Clerk & Responsible Financial Officer.

Applicants must be able to demonstrate a capacity to think and act strategically and confidentially; have experience of administrative management; an ability to understand local government law and procedure including Freedom of Information, General Data Protection laws and planning regulations; financial management knowledge and experience; the capacity to successfully represent the Community Council in discussions with external bodies, effectively communicate with all members of the public on a vast range of issues; liaise with Councillors; have competent digital and IT skills to enable hybrid/multi location meetings and effective communication; and a willingness to pursue training opportunities if required. The ability to work efficiently in Welsh is desirable.

Further details of the post including the job description can be found on the Council's website www.llangors.org.uk

Applicants are required to provide a full C.V. and supporting statement explaining why they feel they should be appointed to the role, no later than 6pm on Wednesday 29th March 2023. Applications should be submitted by email to the current clerk, Judith Phillips, email address: clerk@llangors.org.uk

Provisional date for interviews is week commencing 3rd April.

Applications submitted will be processed in line with the Community Council Equality & Diversity policy and the General Data Protection Regulations policies of the Community Council which can be read at www.llangors.org.uk