

**Cyngor Cymuned
Rhigos
Community Council**

Vacancy

Clerk/Responsible Finance Officer (Part-time)

Rhigos Community Council has a vacancy for the position of part-time clerk/RFO responsible for executing their legal, financial and administrative duties.

Holding a responsible public position, the Clerk will administer the Community Council's affairs and act as its representative. In addition to producing minutes agendas, managing the budget and burial records you will work closely with the community councillors to plan and implement the aims and objectives of the council. Good literacy, numeracy, organisational and I.T. skills are essential and you should be confident to work individually and as part of a team.

Mostly working from home on a flexible basis, you must be able to attend meetings on the second Monday of the month, excluding August where no meeting is held.

Salary is £3,600.00 per annum

Prior experience is desirable but not essential

To apply for the role, please submit a covering letter and C.V. to the clerk

Susan Powell sharveypowell@gmail.com

Closing date Friday 9th December 2022