

ARGOED COMMUNITY COUNCIL
Gwyn L. James, Clerk and RFO
4 Bloreng View, Llanfoist
Abergavenny, NP7 9YB
07904 058935
www.argoedcommunitycouncil.org.uk
argoedcc@live.co.uk

Clerk and RFO SCP 9 (£13.06 per hour) 35 hours per month.

Applications are invited from suitably qualified and experienced candidates for the post of Clerk to Argoed Community Council.

The Clerk to the Council will be the Proper Officer of the Council.

The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in, the formation of overall policies to be followed in respect of the Authority's activities and in particular, to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be accountable to the Council for the effective management of all its resources and will report to the Council as and when required. The Clerk will be the Responsible Financial Officer and will be responsible for all financial records of the Council and the careful administration of its finances.

For further information including job description please contact the Clerk.

Applications should be in writing, either by letter or email outlining the applicant's relevant qualifications and experience.

The closing date for applications is Friday 31st May 2024

Interviews will be held in June with a view to the new Clerk starting on 1st September 2024

Applications should be returned to the Clerk

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Or email
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