

ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL

CLERK/RESPONSIBLE FINANCIAL OFFICER (30 hours per week, subject to annual review)

SALARY: Scale LC3 Points 33 – to 36 (£35,744 to £38,262) subject to annual review and national pay scale increases

The Community Council serves the communities of Abertillery and Llanhilleth and is highly active in leading and developing the area and its communities and providing services to enhance the social and environmental well-being of the area.

The Current Clerk is retiring in February 2027, so the post will not be able until then.

The Clerk will be the chief officer and the Responsible Finance Officer of the Council and be responsible for all statutory and other roles, leading the management and development of the Council and managing all staff, financial and other resources of the Council, under the direction of the Council's elected members. The Clerk has line management responsibility for two Deputy Clerks.

Working from the Council's offices at Mitre Street, Abertillery, applicants must be able to demonstrate that they have significant experience of administrative, people and relationship management; a good knowledge and understanding of local government law and procedure; financial and project management knowledge; competent IT skills; a willingness to pursue ongoing training opportunities and above all a commitment and determination to improve the lives of local residents.

They must be CiLCA (Certificate in Local Council Administration) qualified or show that they are actively working towards that qualification

Hours of work will be flexible according to customer need but will require regular evening work and occasional weekends. There is some flexibility that allows for the occasional working from home.

There is 23 days annual leave rising to 25 days after 5 years in post. In addition the Offices are closed during the Christmas and New Year holiday period. There is also a generous Local Government Pension Scheme.

For the full job description and application form, please e-mail Steve Edwards at clerk@abertilleryandllanhilleth-wcc.gov.uk

CVs will not be accepted.

CLOSING DATE: DATE TO BE SET

