

DINAS POWYS COMMUNITY COUNCIL

VACANCY

Assistant Clerk

Salary £24,948 - £26,845 (SCP 13-17); 37 hrs per week
plus Casual Car User Allowance

Applications are invited for the post of Assistant Clerk to Dinas Powys Community Council.

We are a friendly enthusiastic Council, who are keen to make a positive difference to our Community. We now have a requirement for an assistant to our Clerk/Responsible Financial Officer.

As well as being friendly, enthusiastic, well organised and calm, we are looking for someone who:

- has excellent people skills, including the ability to work with Councillors, members of the public and third party organisations
- is proficient with the use of email, Microsoft Word, Excel
- is an accurate record keeper, well organised and able to meet deadlines
- can manage the Council's Website and Halls bookings
- with training and support, help ensure the smooth running of the Community Council's administrative functions

The successful candidate will be expected to work towards achieving the Introduction to Local Council Administration (ILCA) qualification.

A job description, person specification and application form can be found on our website:
www.dinaspowys.org

Or email: theclerk@dinaspowys.org
CVs will not be accepted.

Closing date: 5pm on Monday 11th September

Interviews will be held on Friday 22nd September