

**CYNGOR CYMUNED A LLANFIHANGEL-Y-PWLL A LECWYDD  
MICHAELSTON-LE-PIT & LECKWITH COMMUNITY COUNCIL**

**VACANCY**

**Clerk and Responsible Finance Officer**  
**Salary: SCP 13-17 - £23,023 to £24,920 pro rata**  
**(equivalent to £12.97- £13.95 per hour)**

**5 hours per week**

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Michaelston-le-Pit & Leckwith Community Council is looking to recruit a Community Council Clerk and Responsible Financial Officer (RFO). The Clerk/RFO reports to the Community Council and will help the councillors implement and develop council policy. The Community Council has seven members and usually meets six times a year except in August.

The Community Council's Annual Precept for 2023/2024 is £7169.00.

The position is home based so the successful candidate will need to be self-motivated, disciplined, have the ability to work without direct supervision and to complete work to deadlines.

The successful candidate will have good organisational, IT, communication and administrative abilities and must have excellent verbal and written skills in order to work well with councillors, colleagues, and local residents.

Previous experience of working in local government especially in a town or community council environment would be advantageous. The ability to communicate in Welsh whilst not required is desirable.

A job description, person specification and application form can be found on our website; <http://www.michaelstonandleckwithcouncil.co.uk/>

Or email [clerk@michaelstoncc.co.uk](mailto:clerk@michaelstoncc.co.uk).  
CV's will not be accepted.

Closing date: Friday 1<sup>st</sup> September 2023 at 12 noon.

Interviews will be arranged on receipt of expressions of interest.