

Vacancy

Clerk and Responsible Finance Officer

Llangedwyn Community Council

Part time (10 meetings a year)

Llangedwyn Community Council are seeking an enthusiastic and committed applicant to take on this vital role to support the Council in its local community focused activities.

You will need to be highly organised and motivated, possess good communication skills and be computer literate – word processing, spreadsheets and emailing. Additionally, we would like to know what you feel you would bring to the job.

Ideally you should be familiar with the organisation of local authority structure and management.

The post is part time attending and supporting the council at 10 evening meetings per year, plus Council accounts.

The meetings are held at Llangedwyn Memorial Hall on the third Tuesday of the month. No meetings in August and December.

Contact: clerk@llangedwyn.wales or phone 07785561127 for further information

Applications close 1st March 2025.

The Council welcome applications from all section of the community.

Llangedwyn Community Council