**VACANCY**

**Job title: Clerk / Responsible Financial Officer – Aber Valley Community Council**

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**Date posted: 12/11/2021**

**Application closing date: 26/11/2021**

**Location: Aber Valley**

**Salary: Scale LC2 (18-23) £12.98 to £14.42 per hour**

**Hours: 50 hours per month**

Aber Valley Community Council is a local Council covering Abertridwr and Senghenydd.

The Clerk to the Council will be the proper officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

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 Clerk with liaise with all partner organisation including County Council, Police and other service providers.  The Clerk is also responsible for Health and Safety compliance and formulation of Risk Assessments for all activities and events.

The Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances including liaison and cooperation with Members, Internal and External Auditors.

Applications to be submitted via email to [abervalleycc@caerphilly.gov.uk](mailto:abervalleycc@caerphilly.gov.uk) by Friday 26th November 2021, or contact Sharon Hughes (Clerk/Responsible Financial Officer) on 07534863707 or Councillor John Taylor (Vice Chair) on 029 20831972 for an informal chat.

Applications should be submitted by CV including a general introduction with name, address, telephone number, e-mail address, qualifications, experience, work history, etc., then separate sections detailing how you satisfy the requirements detailed under each of the attributes in the Personal Specification plus a conclusion (typed in word - maximum 2 x A4 pages, font size 12).

We will aim to undertake interviews during week commencing 29th November 2021, although the actual date will be communicated after the shortlisting of applications. The official start date will be 3rd January 2022.