



Clerk & Responsible Financial Officer – Offa Community Council

Salary: SCP 29-32: £35,411 - £38,296 per annum, pro rata, (£28,711 - £31,050).

As part of their ongoing commitment to the community, Offa Community Council is looking for a professional and dedicated individual to be appointed to the role of Clerk and Responsible Financial Officer.

As the Principal Officer to Offa Community Council, the Clerk is responsible for ensuring that the Council fulfils its statutory obligations, developing policies and carrying out the decisions made by Council. The role also involves the management of the Council's finances and budgeting, Council's premises and other employees, as such, the person required is expected to have a very dynamic skill set. Excellent administration, numeracy, written and verbal communication skills are imperative in this role.

Applicants should ideally have experience of Local Government, including formal committee work, implementation of Council policies, the provision of advice and guidance on statutory and legislative matters, and in providing financial management support, ensuring adherence to Financial Regulations. Ideally the applicant will possess a Level 3 CiLCA qualification as a minimum. An accountancy qualification would also be an advantage.

This is a part-time post for 30 hours per week. The Council administrative function currently operates at Luke O'Connor House Resource Centre (LL13 8QT). The position can be filled through some working from home. The role requires flexible working including some evening meetings and occasional weekends.

How to Apply

To apply, please forward your CV with a covering letter explaining why you wish to undertake the role.

The closing date for applications is Thursday 14th March 2024. With Interviews anticipated to be held on the 25th/26th March 2024.

The desired start date is Monday 6th May 2024 (an earlier start date can be negotiated for candidates who are available before then).

Applications are to be submitted via email to clerk@offacommunitycouncil.gov.uk and must be in MS Word and/or PDF Format.

Offa Community Council reserves the right to close the application process before Thursday 14th March 2024 if a suitable candidate is found.

If you require further information, please contact the Locum Clerk on 01978 291562 or via email to clerk@offacommunitycouncil.gov.uk