



GWERSYLLT COMMUNITY COUNCIL

Clerk of the Community Council and Responsible Financial Officer

A vacancy has arisen for the FULL-TIME position of Clerk to the Council.

Salary Scale LC2 points 24 – 28 (£31,099 - £34,723 per annum)
(Starting point dependent on experience & qualifications)

Full Time – 37 Hours per week

Gwersyllt Community Council represents a large urban village in Wrexham County Borough comprising a population of over 10,000 and an electorate of 8,106. It is made up of 4 wards and there are 18 elected councillors. The Council's annual precept is in the region of £275k. The Council has office premises at Gwersyllt Community Resource Centre.

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to conduct all of the functions, and to serve or issue notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are conducted. 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; to prepare all financial records and the annual Precept; produce all the information required for making effective decisions and to implement all decisions.

The person appointed will be accountable to the Council for the effective management of all its' resources producing timely and accurate minutes and reports as well as ensuring compliance with legislation. The Clerk will be the Responsible Financial Officer and, as such, responsible for all the financial records of the Council and careful administration of its finances.

The Community Council has decided to increase the hours of work to full-time as it recognises that the post is key to the efficient and effective administration of the Council. This is an excellent career opportunity, and the Council is looking for an enthusiastic and organised person, with good interpersonal and IT skills. The role requires flexible working including some evening meetings. The successful applicant will also be involved in the recruitment of an assistant and will be able to contribute to defining the role of this additional post.

For further information including the Job Description, Person Specification and an application cover form, please email: gwerylltcommunitycouncil@outlook.com

To apply for the role, you will need to submit a curriculum vitae demonstrating your suitability for the role, relevant experience and local knowledge.

CLOSING DATE FOR APPLICATIONS: NOON 6th JANUARY 2023

INTERVIEWS will be held during the week commencing 23rd JANUARY 2023