LLANGOLLEN RURAL COMMUNITY COUNCIL

Vacancy for Clerk & Responsible Financial Officer

Job Opportunity: Clerk & Responsible Financial Officer

Llangollen Rural Community Council invites applications for the position of Clerk and Responsible Financial Officer (RFO). This pivotal role involves administering the council's operations and finances, ensuring compliance with all legal, financial and administrative obligations. The Clerk will act as the Proper Officer and RFO, overseeing the execution of council business and maintaining statutory responsibilities.

Role Overview

The Clerk will hold a responsible public office, managing all affairs of the council and representing its interests. Essential requirements include excellent literacy, numeracy, organisational and IT skills. Candidates should be able to demonstrate previous experience in administration and financial management, ideally within a local government setting.

The successful applicant must be capable of working independently from home and will attend the council's monthly evening meetings, held on the first Tuesday of each month except January and August. Strong verbal, written and interpersonal skills are essential, and familiarity with local government procedures is desirable.

Salary & Qualifications

Remuneration will be based on NJC scales SCP 18 – 23 pro rata for eighteen hours per week, according to experience and qualifications - £15,342 - £16,751 (£31,537 - £34,434 full time) Previous experience as a Town or Community Council Clerk is preferable but not essential, as formal training will be provided. The Clerk will be expected to undertake ILCA/CiLCA qualifications if not already held.

Application Process

Interested candidates should submit a CV and covering letter, including contact details for two referees, to clerk.llangollenrural@gmail.com. Queries regarding the role can be addressed to the same email address.

The closing date for applications is Friday, 10th October 2025. The successful candidate will take up the post in November, subject to satisfactory references.

Job Specification: Clerk

Main Responsibilities

The Clerk will serve as the Proper Officer, fulfilling all statutory duties required by law for a community council. The role involves full responsibility for ensuring the council's instructions are implemented, advising members on policy formation and providing information for effective decision-making. The Clerk will be accountable for resource management, budget setting and monitoring, and must maintain accurate financial records and accounts through careful planning in the capacity of Responsible Financial Officer.

Meeting Duties

- Attend ten monthly evening meetings annually, held on the first Tuesday of each month at 19:00, each lasting approximately 2 hours.
- Prepare agendas and record minutes for each meeting.
- Implement decisions made and manage subsequent correspondence arising from meetings.
- Ensure distribution and display of agendas and minutes on both physical and virtual noticeboards before and after meetings.

Communications

- Handle all correspondence via post, email and text, ensuring urgent matters are brought to the attention of the Chair between meetings.

- Respond to queries, concerns and complaints from members of the public within the council's remit.

Additional Duties

- Manage the Council cemetery.
- Liaise regularly with contractors in person and via phone.
- Manage and attend occasional evening meetings other than full council meetings.
- Oversee all aspects of council income, expenditure, precept setting and accounts, ensuring completion of all required information for annual audits.
- Maintain and manage the council's website: Llangollen-rural.co.uk.
- Use initiative and respond to council suggestions by preparing proposals for consideration and advising on their practicality and potential impacts.
- Monitor council policies, assessing their effectiveness and recommending modifications where appropriate.
- Attend relevant training courses and pursue ongoing professional development to ensure efficient management of the council's affairs.