

# **CILYBEBYLL COMMUNITY COUNCIL**

## **PART TIME CLERK TO THE COUNCIL AND RESPONSIBLE FINANCIAL OFFICER**

Salary Scale LC2 26-29 (£23,866 - £26,470)  
pro rata – 18 hours per week, plus expenses

Applications are invited from suitably qualified and experienced persons with a good knowledge of local government. The Community Council serves the population of Alltwn, Gellinudd, Cilybebyll, Rhos and Fforestgoch in the Swansea Valley.

Working from home, the postholder is responsible for the lawful, efficient and effective administration of the Council's business. The Council is seeking an enthusiastic, organised and computer literate person, with the necessary skills and experience to provide support and advice, undertake professional, administrative and financial duties, whilst demonstrating a commitment to providing quality public services for the community. The ability to speak Welsh would be desirable.

Applications in either English or Welsh would be welcome. Application forms and a job description are available from [cilybebyllcc@gmail.com](mailto:cilybebyllcc@gmail.com) and CVs will not be accepted alone. For an informal discussion, ring the present Clerk to the Council on 01792 864061 and for further information about the Council visit [www.cilybebyll.net](http://www.cilybebyll.net)

The deadline for submission of applications is 12 Noon on Friday 13 July 2018.