



Cyngor Cymuned
ABERFFRAW
Community Council

ROLE CLERK / RESPONSIBLE FINANCIAL OFFICER

REPORTING TO ABERFFRAW COMMUNITY COUNCIL

CO-ORDINATOR: CHAIR – ABERFFRAW COMMUNITY COUNCIL

Aberffraw Community Council is looking to appoint a new Clerk / Responsible Finance Officer. The person appointed will be accountable for the effective management, resources and be responsible for the administration of the finances for both the Community Council and the Sub-Committee of the Village Hall.

As part of the role, you must be able to attend evening meetings and other events.

Key Responsibilities:

- Monitor and balance financial accounts.
- Prepare records for audit
- Prepare agendas for meetings
- Attend meetings and prepare minutes for approval. There are 10 meetings per year for both the Community Council and the Sub-Committee
- Ability to enable the creation and application of budgets and accounts.

Key Requirements:

- Ability to write letters / emails to a high standard
- Ability to communicate effectively
- Experience of, and high standard of minute taking.
- Experience of administrative procedures
- Excellent IT skills including Microsoft Office

Desirable:

- Experience in current or previous Community Council role
- Ability to communicate in written Welsh

Salary - £3,245 per annum

Please contact Suzanne Gill for more information – Suzanne.aberffrawcc@gmail.com / 07470915787

Closing Date : 13th October 2021