

CAIA PARK COMMUNITY COUNCIL

Clerk of the Community Council and Responsible Financial Officer

A vacancy has arisen for the position of 'Clerk to the Council'. This vacancy is for 22 hrs per week (subject to review within 6 months of appointment).

Salary Scale LC2 points 29 – 32 (£19910 - £21626 per annum)
(Starting point dependent on experience & qualification)

Caia Park Community Council represents a large urban area of Wrexham comprising of a population of over 12,000 and an electorate of 8,165. It is made up of 5 wards, two of which have the highest levels of deprivation in Wales. The Council's annual precept is in the region of £230k. The Council has its own premises and provides an Advice Service assisting residents with benefit, debt and other problems.

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 authorities activities; to prepare all financial records with regard to the Annual Precept; produce all the information required for making effective decisions and to implement constructively all decisions.

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

The post is key to the efficient and effective administration of the Community Council. The Council is looking for an enthusiastic and organised person, with good interpersonal skills and IT skills. The role requires flexible working including some evening meetings.

For further information including the Job Description, person spec. and an application form, please email clerk@caiapark.gov.uk To apply for the role, you will need to detail your suitability for the role, relevant experience and local knowledge.

CLOSING DATE FOR APPLICATIONS IS **NOON 18th JULY 2022**