



YSCIR COMMUNITY COUNCIL
Vacancy for Clerk and Responsible Financial Officer

Yscir Community Council is seeking to appoint a Clerk/Responsible Financial Officer with immediate effect. This permanent position is for up to 180 hours per year and the post holder is required to work from home. Pay will be in accordance with the NJC recommended scale points 7-12 (£10.63 to £11.73 21/22 and £11.63 to £12.73 22/23 per hour) depending on experience and qualifications.

The Clerk is expected to organise and attend bi-monthly evening Council meetings. The Clerk must ensure that the Council conducts its business properly and will provide independent, objective, and professional advice and support. The Clerk is also the Responsible Financial Officer for the Council. Yscir Community Council is seeking to appoint a person who is computer literate, self-motivated and have good numeracy and literacy skills. Experience is desirable but not essential as training and support will be available for the successful candidate.

Interviews will take place at Cradoc Golf Club in early 2023.

The successful applicant will be employed in accordance with the Terms and Conditions of employment of The National Association for Council Clerks.

Details of the community may be found on the Council's website
<http://www.yscir.net/>

Further details of the post and application form are available from the Chairman:
Cllr Jane Price 07790 120969 or clerk@yscir.net
Closing date 7th January 2023