

JOB VACANCY

Corris Community Council have a vacancy for Clerk to the Council and Financial Officer

Principal Duties:

- To ensure that statutory and other provisions governing the running of the Council are
 - observed.
 - Preparing and distributing Agendas for Council Meetings
 - Attending, and taking minutes at monthly Council Meetings
 - In consultation with Members, producing an Annual Budget
 - Managing Council accounts
 - Dealing with Council correspondence
 - Liaising with Council Auditors
- To ensure that statutory and other provisions governing or affecting the running of
 - the Council are observed
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Hours:

Flexible: on average 12 hours per month.

Pay:

£1250 - £1500 per annum, depending on experience.

Specialist training for the position of Clerk to the Council can be arranged for the successful Candidate

For further information and Job Description please contact the Chair, Cllr. Mr. Rod Edwards
by phone, 01654 703684, or by email rod.edwards51@btinternet.com