

## **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

### **Hours:**

Flexible: Normal working hours total 190 hours per year, averaged at 3.65 hours per week on a flexible basis.

### **Pay:**

You will be paid a salary up to £2,835 per annum, with an hourly rate of £14.92 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 Chairman by email [\*\*corriscommuntycouncil@gmail.com\*\*](mailto:corriscommuntycouncil@gmail.com)