

# BRACKLA COMMUNITY COUNCIL



## Clerk to the Council

### Local Government SCP 23 - £22,384

The contract will be based on 30 hours per week plus 40 hours per annum to attend meetings

Applications are invited from suitably qualified candidates for the post of Clerk to Brackla Community Council. The post is part-time at 30 hours per week and the successful candidate will work from the Community Council Office.

The Clerk to the Council is the 'Proper Officer' and as such, is under a statutory duty to carry out all the functions. To serve or issue all the 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 carried out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities. Particularly to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointment will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be ultimately responsible for all administrative and financial records of the Council and the prudent administration of its finances.

Please refer to the job description and person specification

For further information, please contact  
Mrs Anne Wilkes (Clerk)

or

Mr Philip Ley (Assistant Clerk/Responsible Financial Officer)

T: 01656 767072

E: [clerk@bracklacommunitycouncil.gov.uk](mailto:clerk@bracklacommunitycouncil.gov.uk)

Please send your CV with a covering letter to the above email address

The closing date for all applications is: **FRIDAY 5 APRIL 2019 AT 4.00 PM**