



**LLANELLY COMMUNITY COUNCIL**  
**CLERK/RESPONSIBLE FINANCIAL OFFICER**  
(26-29)

**SALARY:** £23,866 - £24,470 pro rata

Working from Gilwern Community Centre, applicants must be able to demonstrate that they have experience of administrative management; an ability to understand local government law and procedure; experience of line management of staff; financial management knowledge; competent IT skills and a willingness to pursue ongoing training opportunities.

Hours of work: 25 hours per week

For further details of the post and the full job description, please email [clerk@llanellycc.org.uk](mailto:clerk@llanellycc.org.uk)

To apply please send a letter of application with names and contact details of 2 referees and a full CV by post to:

**The Chair of Llanelly Community Council at Gilwern Community Centre,  
Common Rd, Gilwern, NP7 0DS, marked private and confidential or email:  
[r.dixon@llanellycc.org.uk](mailto:r.dixon@llanellycc.org.uk)**

**CLOSING DATE:** March 6<sup>th</sup> 2020

**INTERVIEWS WILL BE HELD W/C March 23<sup>rd</sup> 2020**