



Acting Clerk to the Community Council  
DWR Community Council / Cyngor Cymuned DWR  
Rudry Parish Hall  
Rudry / Rhydri  
CF83 3EH

Email / E bost: [clerk@dwrCouncil.co.uk](mailto:clerk@dwrCouncil.co.uk)  
Website / Wefan: [www.dwrCouncil.co.uk](http://www.dwrCouncil.co.uk)

## Clerk to the Community Council

SCP 9 - 15 (£20,903 - £23,541 pro rata)

(Salary £10.86 - £12.24 per hour dependent on experience)

Between 7 to 10 hours per week (depending on level and to be reviewed after 3 months)

Applications are invited from suitably experienced candidates for the post of Clerk to the Draethen, Waterloo & Rudry Community Council.

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular 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 and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed 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 the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

For further information, please contact:

Jayne Garland – Chair 07855 239 074

DWR Community Council

**Or email: [Clerk@dwrCouncil.co.uk](mailto:Clerk@dwrCouncil.co.uk)**

Initially write, marking "Confidential" requesting Application Form, Job Description, and Person Specification to:

**Draethen, Waterloo & Rudry Community Council,**

**At the above address**

**or via email to < [clerk@dwrCouncil.co.uk](mailto:clerk@dwrCouncil.co.uk) >**

***The closing date for all applications is: Wednesday 28<sup>th</sup> April at 5.00pm***

Applications received after this date and time will not be accepted.