



We are recruiting for:

CLERK AND RESPONSIBLE FINANCE OFFICER

Salary Scale Scp23– Scp.28 (£33,366-£37,938)

Pro rata 10hrs of 37 hrs (full time equivalent)*

*A typical working week will be 10 hrs, but more hours may need to be worked from time to time. Flexibility is required, to cover some evenings and weekend events.

Argoed is one of the largest community councils in Flintshire with a population in excess of 6000. The Council provides a number of services, activities and events and works in partnership with Flintshire County Council in maintaining their facilities to a high standard. Our current budget is in the region of £90,000.

The Council is seeking to appoint an innovative Clerk and Responsible Finance Officer to take responsibility for all aspects of the management, functions and responsibilities of the Council. Candidates must have a sound knowledge of local government legislation and procedures, be able to demonstrate excellent communication skills, numeracy and either hold the Certificate in Local Council Administration (CiLCA) or be willing to work towards obtaining it.

We are looking for candidates who are dynamic, people and community focussed, highly organised with an understanding of how community organisations operate and collaborate. The successful candidate will need to develop strong community links and support the Council in bringing local politics to life.

Please request a candidate pack from jobs@argoedcommunitycouncil.gov.uk

The closing date for the receipt of applications is 31 March 2025.

To apply, please send your completed application form and curriculum vitae, together with a covering letter which details how you meet the person specification to jobs@argoedcommunitycouncil.gov.uk by 31 March 2025.

If you wish to have an informal discussion about the post, please contact Mared Eastwood on 01352 751490 or 07860 866710 or email jobs@argoedcommunitycouncil.gov.uk.