



## **RADYR & MORGANSTOWN COMMUNITY COUNCIL**

### **JOB VACANCY**

#### **CLERK / RESPONSIBLE FINANCIAL OFFICER TO THE COMMUNITY COUNCIL**

(20 hours per week)

To undertake all duties relevant to the operation of the Council, including financial administration and servicing of meetings. Candidates should be flexible, have initiative, good communication skills and local knowledge. Knowledge of Local Government would also be an advantage.

Commencing salary in accordance with agreed National Association of Local Clerks scale point 26-28 (£23,866- £25,463 pro rata) 20 hours per week.

*For job description and further details apply to:*

Clerk to the Council  
Radyr & Morganstown Community Council  
Old Church Rooms  
Radyr  
CARDIFF  
CF15 8DF

02920 842213

Email: [clerk@radyr.wales](mailto:clerk@radyr.wales)

Closing date for applications: 5.00pm on Friday 19<sup>th</sup> October