



## **GELLIGAER COMMUNITY COUNCIL - CLERK / RESPONSIBLE FINANCIAL OFFICER**

**PART TIME – 23 HOURS PER WEEK - £35,412 to £ 39,152 pa pro rata.**

**(£22,013 to £24,338 pa) Pay review pending from 1st April**

Gelligaer Community Council is comprised of thirteen councillors who between them have the responsibility of representing and serving the residents of eight small villages and the town of Ystrad Mynach in the Rhymney Valley in South East Wales.

We are active in the community and have an overall responsibility for improving the social, economic and environmental well-being of our inhabitants. The management of the environment is particularly important to us, and our activities in this area include the erection and maintenance of hanging baskets, rail and pavement planters and last year, for the first time we entered Ystrad Mynach in the Wales in Bloom competition where it was awarded a 'Silver Gilt'.

In addition we also support seven allotment associations through annual grants and various project work. Of course, we provide many other services and much of our success is achieved through the dedication help and commitment of our volunteers, which are a small mix of traders, residents and council members. Together, we represent a population of nearly 14,000 electors and have a projected spend for 2026/27 of circa £170,000.

As we continue our commitment to community well-being, we are pleased to announce an opportunity for a dedicated professional to join our busy Council as the Clerk & Responsible Financial Officer (RFO).

Working primarily from the Town Council's offices in Penpedairheol, applicants must be able to demonstrate a dynamic skill set, with the capacity to think and act strategically, together with having experience of administrative management in a complex environment. You will need the ability to understand local government law and procedure, have sound financial knowledge and experience of staff line management. You will also need the capacity to successfully represent the Council in discussions with external bodies. Proficient 'Office' IT skills are also required

You will be answerable to the Council as a whole, acting as the principal advisor on all governance related matters to enable it to fulfil its statutory obligations. You will play a key role in advising on and supporting the formulation of policies and ensuring the effective implementation of the Council's decisions. You will also be required to attend regular evening meetings and occasional weekends.

It is expected that you will have or will work towards an appropriate professional qualification (Certificate in Local Council Administration or equivalent). A commitment to pursue continuous professional development is also expected. The ability to speak Welsh is desirable, but not essential.

For further details of the post including the job description, person specification and application form, please visit our web site at:

<https://www.gelligaercommunitycouncil.org.uk/jobs-at-gelligaer-community-council/>

**CVs will not be accepted.**

**CLOSING DATE: 23.59pm on Friday 8<sup>th</sup> May 2026**

**Interviews for the shortlisted candidates will take place on Thursday 4<sup>th</sup> & Friday 5<sup>th</sup> June**

Gelligaer Community Council is an Equal Opportunities Employer and welcomes applications from all sections of the community.