**CLERK AND FINANCIAL OFFICER – SPITTAL COMMUNITY COUNCIL**

Applications are invited for the post of Clerk and Financial Officer to Spittal Community Council. The ability to speak Welsh is desirable but not essential.

The work involves attending meetings of the Council, keeping minutes, dealing with correspondence and other communications both by mail and email.

Good computer skills are required and a knowledge of local government administration at a community level would be an advantage.

Financial duties include keeping records of transactions, regular reporting of expenditure against budgets and prepare accounts for the annual internal and external audit.

The work normally amounts up to ten hours a month. The salary will be based on the level of experience. The vacancy will commence 04 August 2025.

Further information can be obtained from Eirian Forrest.

Telephone: 07896 591221

Email: clerk@spittal-cc.gov.uk