

Llandinam Community Council

Bronheulwen, Tylwch, Llanidloes, Powys SY18 6PQ

Tel: 01686 440400

E-mail: llandinamcc@hotmail.co.uk

Applications are invited for the position of **Part Time Clerk** to the above Council

£8.873 per hour

20 to 25 hours per month - to be agreed

Main responsibilities include:

1. To receive correspondence addressed to the Council
2. To compile agendas for, and minutes of, Council meetings
3. To implement the decisions of the Council
4. To maintain the Council's financial records

For further information, an application form and job description
please contact:

Mrs Angela Procter on 01686 440400

e-mail: llandinamcc@hotmail.co.uk

Closing date for applications:

Wednesday 18th July 2018