



ASSISTANT CLERK

Employer: HAWARDEN COMMUNITY COUNCIL

Salary: SCP 18-23 £27,344 - £30,151 [*pro rata*]

Expenses:

Subsistence: any travel subsistence incurred representing the Community Council will be reimbursed.

Casual mileage will be paid at the HMRC rate of 0.45p per mile.

Working Hours: 30 per week

Office opening hours:

The office is open 8.30 to 4.30 p.m. Monday to Thursday and 8.30 to 4.00 p.m. on a Friday. 30 hours to be agreed over 5 days (preferably)

Attendance at full council meetings, committee, working groups and any other meetings for which time off in lieu will be provided, if additional to 30 hours.

Annual Leave:

- On Appointment to Council 26 days (plus 8 Bank Holidays)
- After 5 years Continuous Service 30 days (plus 8 Bank Holidays)

- After 10 years Continuous Service 33 days (plus 8 Bank Holidays)

Part-time employees have annual leave and Bank Holidays calculated on a pro rata basis.

Prior local government service will be recognised.

Pension: Option to join the Local Government Pension Scheme (Clwyd Pension Fund).

Pay frequency: Monthly by BACS on the 7th of each month.

Office: 113, The Highway, Hawarden, Deeside, Flintshire CH5 3DN