



CYNGOR CYMUNED LLANSTEFFAN A LLANYBRI

LLANSTEFFAN & LLANYBRI COMMUNITY COUNCIL

CLERK / RESPONSIBLE FINANCIAL OFFICER

JOB DESCRIPTION & PERSON SPECIFICATION

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities, and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that the Council's Standing Orders and Financial Regulations, together with Member's Code of Conduct, statutory and other provisions governing or affecting the running of the Council are observed.
2. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend all meetings and prepare minutes for approval.
3. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
4. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
5. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
6. To be responsible for all aspects of financial management:
 - a. Monitor and balance the Council's accounts and prepare records for audit purposes and VAT reclaims.
 - b. Manage the annual budget for Council, and prepare financial statements, bank reconciliations and budget performance updates on a quarterly basis in accordance with the good practice recommended in "Governance and Accountability (Wales) – Practitioner's Guide 2011" amended Dec 2014.
 - c. Monitor and balance the Council's accounts and prepare records for audit and VAT purposes.

- d. Ensure that the contracted Internal Auditor is independent and competent in accordance with Wales Audit Office requirements and undertake annual reviews of the effectiveness of internal audit for consideration by Council.
 - e. Receive and report on invoices for goods and services to be paid for by the Council. Ensure that such accounts are settled within due timescales.
 - f. Issue invoices on behalf of the Council for goods and services and ensure payment is received.
 - g. Research and bring forward opportunities to apply for grants to support Council project aspirations.
- 7.** To ensure that the Council's statutory obligations for the proper management of all Health and Safety matters are met, including the review of Council's Health and Safety Policy and the preparation (and oversight) of Risk Assessments, where necessary, for the safe management of Council business and activities.
- 8.** To supervise any other members of staff as their line manager in keeping with the policies of the Council, and to undertake all necessary activities in connection with the (i) management of salaries and HMRC obligations using BrightPay software (Real Time Information, Auto-Enrolment, Mandatory Reporting), (ii) conditions of employment and (iii) work of other staff.
- 9.** To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 10.** To attend relevant training courses, seminars or conferences on the work and role of the Clerk as required by the Council. To attain the Certificate in Local Council Administration (see SLCC website) as a minimum requirement for effectiveness in the position of Clerk to the Council.
- 11.** To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Membership of the professional body The Society of Local Council Clerks is recommended.

- 12.** To promote effective communications:
 - a. Manage the Council's website and ensure it is accurate and up to date.
 - b. Prepare for Council consideration new ways to communicate with our community in order to find out their priorities and requirements.
 - c. Attend, as a representative of the Council, the conferences of Society of Local Council Clerks, and other relevant bodies.
 - d. Work cooperatively with the media and social media to promote the role and a positive public perception of the Council.
 - e. With regard to any press releases prepared with councillors, ensure that the Council's legal responsibilities have been adhered to, the reputation of the Council is protected, and that there is consistency of style including branding.

- 13.** To act as the representative of the Council as and when required by Council.

PERSON SPECIFICATION

	Essential	Preferred
1. Educational qualifications	Good general education: 5 x GCSEs or equivalent including Maths and English	Educated to degree or HND level Certificate in Local Council Administration
2. Work Experience	Experience of using manual pay systems Experience of working in a financial setting Experience of administration Experience of dealing with the public	Experience of using BrightPay / HMRC software Previous local government experience Experience of taking minutes at meetings. Experience of supervising staff
3. Skills/ knowledge and aptitude	Able to produce reports on financial and other subjects IT skills Presentational skills Ability to problem solve Ability to speak basic Welsh	Ability to understand the legal framework in which the Council operates (Local Government Act 1972 etc) Understanding of operating environment of community council and importance of developing sound working relationships with authorities and organisations Fluent in written & spoken Welsh
4. Motivation	Able to maintain good relationships with councillors, organisations, contractors and the public. Self reliant & self motivated.	Committed to working towards professional status. Willingness to undertake training and to act as the Council's representative.
5. Other	Able to attend evening meetings and demonstrate flexibility as required. Driving licence, car owner and ability to travel	