

PERSON SPECIFICATION

SENIOR CLERK & RESPONSIBLE FINANCIAL OFFICER (P/T)



| SENIOR CLERK TO THE COUNCIL/RESPONSIBLE FINANCIAL OFFICER | | |
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| | Essential | Preferred |
| 1. Education | <p>Good general education: A levels or equivalent and Grade C in Maths and English GCSE or equivalent</p> <p>Computer Literate</p> | <p>Educated to degree or HND level or equivalent professional qualification in a related subject</p> <p>A recognised qualification in local government administration or willingness to study and obtain CILCA.</p> |
| 2. Work Experience | <p>Experience of working on own initiative and as part of a team</p> <p>Experience of using manual/computerised accounting systems and Microsoft Office suite including Excel, Word, Outlook, Publisher etc.</p> <p>Broad based experience of central administration functions</p> <p>Experience of supervising staff</p> | <p>Previous local government experience, direct experience in the town and parish council sector preferred.</p> <p>Experience of agenda setting agenda, taking minutes and serving a committee</p> <p>Experience of undertaking risk assessments</p> <p>Financial experience including budget setting, financial monitoring and control and audit compliance</p> |

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| <p>3. Skills/ knowledge and aptitude</p> | <p>Excellent written and oral communication skills, public speaking and presentational skills</p> <p>Excellent administrative and organisational skills including ability to organise own work, meet strict deadlines, set priorities and self-motivate</p> <p>Excellent interpersonal skills including foster good relationships with key partners</p> <p>Good analytical, investigative and problem-solving skills</p> <p>Good project management skills</p> <p>Ability to contribute to the strategic development of the Council</p> <p>Trustworthy with confidential information and honest</p> | <p>Knowledge of legal Health and Safety requirements</p> <p>Knowledge of Peterston-super-Ely and the surrounding area</p> <p>Website maintenance skills</p> <p>The ability to speak Welsh</p> |
| <p>4. Motivation</p> | <p>Keen to maintain good relationships with councillors, contractors and public</p> <p>Self-reliant and self-motivated, able to work calmly under pressure and on own initiative</p> <p>Enthusiastic about & keen to work in the community and committed to community development</p> | <p>Willingness to undertake training and to act as the Council's representative.</p> |
| <p>5. Other</p> | <p>Able to attend evening meetings and demonstrate flexibility as required.</p> | <p>Car driver/owner</p> |

It is essential that when making an application, candidates specifically address the criteria set out in the person specification. This information will be used in deciding those to be shortlisted.

JOB DESCRIPTION

SENIOR CLERK & RESPONSIBLE FINANCIAL OFFICER (P/T)

Hours per month: Up to 60 to be worked flexibly across the month

Salary: NJC scale point 18 to 23 £31,537 - £34,434 per annum pro rata / £16.35-18.35 per hour

Annual leave: 165-198 hours including bank holidays, pro rata

Reporting to: Full Council through the Chair of Council

Duties: Governance

- Ensuring that statutory and other provisions governing or affecting the running of the Community Council and its activities are observed.
- Acting as the Responsible Financial Officer for the Community Council and implementing the system of financial controls as required by the RMCC Financial Regulations.
- Implementing a system of financial reporting, monthly accounting, management reports, Payroll, VAT and year end audit duties and accounts
- Ensuring that the Community Council meets the statutory requirements for internal and external audit and the submission of the Annual Return.
- Ensuring that the Community Council's obligations for risk assessment are properly met and appropriate insurance is in place.

Duties: Council Meetings

- Preparing agendas for Full Council, Finance Committee, Planning Committee, Publicity & Communications Committee and Employment & Allowances Committee, OCR Board in consultation with the relevant Chair; attending meetings as the official clerk with responsibility for the Minutes.
- Attending Full Council and sub Committee meetings
- Advising the Chair RMCC standing orders and management of meetings.
- Ensuring that the Draft Minutes of Council meetings are made available to within one week of the meeting

Duties: Financial Management

- Ensuring that all Council spending, follows the requirements of the RMCC Financial Regulations.
- Maintaining the official Order Book, including a record of the required approvals for spending.
- Verifying all invoices received are correct and certifying the monthly payment schedule prior to approval by the Chair of Finance Committee.
- Preparing monthly Management Accounts and the annual budgets

- Preparing and uploading your Payroll payments prior to approval by the Chair of Finance Committee
- Submitting monthly returns to the Cardiff and VOG Pension Fund in relation to your pension.
- Submitting Quarterly VAT returns.
- Managing contracts for goods and services provided to the Council

Duties: Council policies and decisions

- Monitoring the implemented policies of the Community Council to ensure they are achieving the desired result and suggesting modifications where appropriate.
- Implementing the decisions made at Full Council meetings, including sending official correspondence on behalf of Council.
- Acting as the representative of the Community Council when required and as directed by the Chair of Council.

Duties: Other

- Receiving correspondence and documents on behalf of the Community Council; dealing with correspondence or documents, including bringing such items to the attention of the Community Council as appropriate.
- Maintaining all statutory information on the RMCC website and social media platforms.
- Liaising with Vale of Galmorgan Council, Welsh Government, One Voice Wales as necessary.
- Attending training courses, seminars, etc. as required by the Community Council, within working hours.
- Any other reasonable tasks commensurate with the nature of the role.