

RHOSSILI COMMUNITY COUNCIL

Clerk and Responsible Finance Officer

Further details

Salary: LC1 7-12; £20,444- £22,571

(Pro rata 20 hours per month, approx. £2,551 per annum at point 7)

Applications are invited for the post of part-time Clerk and Responsible Finance Officer to Rhossili Community Council (RCC). We are a rural Community Council comprising seven councillors, serving a small ward within the Gower Area of Outstanding Natural Beauty. RCC is a member of One Voice Wales, a professional network for community and town councils in Wales (<http://www.onevoicewales.org.uk/OVWeb/Default.aspx>). At present, we do not have any additional committees or sub-committees.

The successful applicant will work flexible hours (20 hours per month on average) mainly from home, attending council meetings one evening a month and site visits within the Community as required. The pro rata salary of £2,551 is aligned with the National Association of Local Councils pay scale (LC1 point 7). Applicants will normally begin at this first point of the scale.

Until February 28th 2023, the Clerk will also be required to work an additional 4 hours per month, assisting RCC with the establishment of a new Community Hwb website. This exciting project is funded through the Welsh Government Rural Communities – Rural Development Programme 2014-2020, which is funded by the Welsh Government and European Union. These additional hours will be paid at the same salary point.

RCC aims to provide a good quality service for the community and to maintain a high standard. The Clerk plays an important role in ensuring the delivery of the service in providing administrative support. The Clerk's primary responsibility is to advise the Council on whether its decisions are lawful. To help with this, the Clerk must be able to provide relevant information on topics of concern to enable the Council to make effective and lawful decisions. The Clerk is accountable to the Community Council.

In legal terms, the Clerk is referred to as the Proper Officer of the Council. The overall responsibilities of the Clerk are:

- Ensuring that the instructions of the Community Council in connection with its function as a Local Authority are carried out.
- Advising the Council on, and assist in the formation of, overall policies to be followed in respect of RCC's activities.
- Producing the information required for making effective decisions and to implement constructively all decisions.
- The effective management of RCC's resources.

- To act as Responsible Finance Officer, responsible for all financial records of the Council and the prudent administration of its finances.

Specific responsibilities

1. Ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. Monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. Receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. Likewise, issue invoices on behalf of the Council for goods and services and to ensure payment is received.
4. Ensure that the Council's obligations for Risk Assessment are properly met.
5. In consultation with appropriate members, issue notices and prepare agendas and minutes for meetings of the Council.
6. Attend all meetings of the Council (and any sub-committee meetings should these occur) and act as a representative of RCC at meetings of other organisations, both voluntary and professional, as required.
7. Receive and deal appropriately with correspondence and documents on behalf of the Council whether by email or otherwise.
8. Identify relevant sector-related information and distribute to RCC members.
9. Study reports and other data on matters relating to RCC business and discuss such matters with specialists where required.
10. Maintain a good understanding of community needs through surveys and other methods of engagement.
11. Draw up both on their own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and advise on feasibility and likely impact of specific courses of action.
12. In collaboration with the Chair and other members, conduct a regular review of RCC's responsibilities using the Finance & Governance Toolkit to monitor performance and inform policy, as part of an annual cycle.
13. Work with councillors in preparing and publishing an Annual Report for the Council under the Local Government and Elections (Wales) Act (2021) incorporating the Council's priorities, activities and achievements.
14. Prepare, in consultation with the Council, news releases about RCC's activities and update the Council's website, social media sites and noticeboards.
15. Pursue the professional training for Local Council Clerks, in the first instance, the Introduction to Local Clerk Administration qualification (see <https://www.slcc.co.uk/qualification/ilca/>). Training costs for this will be covered by the Community Council.

For an informal discussion about the post, please contact either Cllr. Maggie Kirk on 07768 898431 or Cllr. Gill Boulding on 07968 102392. Support will be given for those new to the role through introductory training and from the Chair and other council members.

Application is by CV with a covering letter outlining how you meet the person specification, emailed to Rhossilicc@gmail.com by November 7th 2022. Interviews will be held as soon as suitable candidates are available. The position will close once the right candidate has been found. Start date: December 1st or as soon as possible after.

Rhossili Community Council is committed to equality of opportunity and welcomes applications from all suitably qualified candidates.

Person Specification

Category	Criteria	Essential	Desirable
Education qualifications and achievements	Good general standard of education	✓	
	Introduction to Local Council Administration (ILCA) qualification		✓
	Willingness to pursue ongoing relevant training opportunities	✓	
Knowledge and experience	Experience of administrative role, preferably in Local Government / voluntary sector		✓
	An ability to understand local government law and procedure (training will be given)	✓	
	Financial management experience		✓
	Experience of servicing committees or meetings and their procedures	✓	
	Experience of working with elected Councillors		✓
	Experiences of working with residents and communities		✓
	Knowledge of Health & Safety Law		✓
	Project management experience		✓
Skills	Excellent communications skills across a variety of media	✓	
	Good IT skills	✓	
	Good level of numeracy	✓	
	Ability to develop positive relationships with a wide range of people and organisations	✓	
	Ability to communicate through medium of Welsh		✓
Personal qualities and attitudes	Excellent organisational skills	✓	
	Able to maintain confidentiality	✓	
	Ability to work professionally and on own initiative	✓	
	Ability to remain calm and positive under pressure	✓	