

**Ponthir Community
Council**



**Cyngor Cymuned
Ponthir**

VACANCY - PONTHIR COMMUNITY COUNCIL

Post of Part-time Clerk/Responsible Financial Officer.

Accountable to:

The Council, through the Chairperson of Ponthir Community Council.

Salary:

Reviewed annually in accordance with the NJC Grade 4 SCP 9
£10.54 per hour.

Nature of contract:

Permanent - subject to a satisfactory 6-month probationary period.

Full Time/Part Time

Part-time (10 hours per week)

The successful applicant will work from their own premises working 10 hours per week.

You will be responsible for managing day to day business of the Council. Applicants should have experience of budget setting, taking minutes and be familiar with Local Government Law and procedures.

Training would be given and encouraged within the position.

KEY SKILLS

1. Ability to communicate effectively, orally, in writing and electronically and to present views positively.
2. Possesses a high degree of literacy and numeracy
3. Possesses excellent organisational skills
4. Possess excellent I.T.skills e.g., Word/Excel/PowerPoint.
5. Ability to use social media.
6. Ability to develop relationships with people at all levels in the organisation
7. Ability to work efficiently and effectively under pressure and on own initiative
8. Experience in dealing with the public
9. Manage/input information into the Council's website

JOB DESCRIPTION

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 to serve or issue all the notifications required by law of a local authority's Proper Officer

The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its functions are carried out.

The Clerk is expected to advise the Council on and assist in the formation of overall policies to be followed in respect of its 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 responsible for all the financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT. To prepare financial estimates and advise the Council on the precept levels.
3. To contribute to the setting and monitoring of relevant budgets and ensuring effective spend of budgeted sums.
4. To ensure that the Council's obligations for Risk Assessment are properly met.
5. To ensure that the Council's obligations to insure are properly met.
6. To prepare, in consultation with appropriate Members, agendas for meetings of the Council and any committees, and to attend all such meetings and prepare minutes for approval.

7. 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 the instructions of, or the known policy of, the Council.
8. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To receive and properly account for sums of money in the form of cash or cheques.
9. 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.
10. To draw up both on own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
11. To act as a representative of the Council as required/instructed.
12. To attend training courses on the work and role of the Clerk as required by the Council.
13. To continue to acquire the necessary professional knowledge required for the efficient management of the financial affairs of the Council.
14. To attend all such meetings and conferences as may be necessary for the proper discharge of the duties of the Clerk or as the Council shall reasonably require.
15. To develop and effectively manage the Council's website.
16. To manage the Council's social media including the Council's Facebook page.
17. To attend evening meetings at least once a month. Whilst there are contracted hours for the role, flexibility with days and hours will be the subject of discussion and agreement by the Community Council.
18. This job description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities.

Applicants are referred to the job description and the key skills specification.

For further information please contact: -

Karen Price

Clerk to Ponthir Community Council

Email: clerk@ponthircommunitycouncil.gov.uk

If you wish to apply, please send your CV (max three A4 pages) with a covering letter (max two A4 pages) to the above e-mail address.

NB: Your covering letter will be expected to address the job description and the person specification

The closing date for all applications is Sunday 30th June 2019 at 5pm.