



Clerk Vacancy

Langstone Community council

Job Type - 21 hours /weekly - Permanent
Salary LC2 (18-23) £12.95 - £14.38 per hour

Langstone Community Council is a local Council covering Langstone, Llandevaud and Llanmartin

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 Council's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The Clerk is 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.

Applications to be submitted via email to cbryant@langstonecc.gov.wales by April 12th 2021. Contact Carol Bryant on 07775 737202 for an informal chat.

Interviews will take place week commencing Monday 19th April.

Personal Specification

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Previous Community Council experience • Evidence of commitment to continue professional development 	<ul style="list-style-type: none"> • Previous Community Council Clerk • CiLCA qualified or willing to work towards qualification
Finance	<ul style="list-style-type: none"> • Proven experience of budget setting, financial control and VAT 	<ul style="list-style-type: none"> • Administration and book-keeping qualification
Knowledge and Expertise	<ul style="list-style-type: none"> • Administration experience with an organised approach • Working knowledge and understanding community council practice and functions, duties, roles and responsibilities of Community Councillors 	
Information Technology	<ul style="list-style-type: none"> • Good working knowledge of Microsoft office • Experience of working with computer accounting packages • Able to host meetings 	<ul style="list-style-type: none"> • Skills to manage the Community Council website
Competencies and Communication	<ul style="list-style-type: none"> • Ability to work effectively on your own or in a team • Excellent oral and written communication skills with the ability to build good relationships with Councillors • Ability to communicate well with all sectors of the community with diplomacy and in the best interests of the Council • Ability to provide objective advice to councillors in a timely and coherent manner • Understanding of the importance of confidentiality 	
Meetings and Administration	<ul style="list-style-type: none"> • Practical experience of serving councils/committees • Availability to attend evening council meetings 	