

Job Description – Clerk and Responsible Finance Officer

FTE Salary: £ 28,624- £32,115 (SCP 14-21) Depending on qualifications and experience

Equating to Hourly Rate range of (£14.84 - £16.65)

Working Hours: 38 hours per month to include time spent on evening meetings. Additional hours available during busy times as authorised by Council.

Overall responsibilities:

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

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

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

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. In particular to produce all the information required for making effective decisions and to implement constructively all decisions.

Personal Development

- To attend training courses or seminars on the work of The Clerk as required by the Council including the completion of the CiLCA qualification if required
- To acquire the necessary professional knowledge needed for the efficient management of the affairs of the Council: Suggested is membership of the Clerks professional body, The Society of Local Council Clerks
- To attend the conferences of Society of Local Council Clerks, and other relevant bodies as a representative of the Council as required
- To receive an annual appraisal from members of the HR Committee

Communication

- To draft, on own initiative and as a result of suggestions from Chairs of the committees, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action
- Advise Councillors of protocols
- Contribute to new Councillor Induction
- Deal with enquiries from the public
- Liaise and negotiate with suppliers to meet deadlines and obtain value for money
- Liaise with Newport City Council on matters affecting the Community, circulate information to councillors.
- Prepare in consultation with the Chair of the Council and authorised persons, press releases/articles about the activities of, or decisions of, the Community Council where appropriate

Legalities of the Community Council

- Keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly to ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- Receive correspondence and documents on behalf of the Council and action
- Monitor, implement and review policies of the Council to ensure they are achieving the desired result.
- Act as the representative of the Council as required

Asset Management

- Maintain an asset register
- Manage the assets of the Community Council (e.g. Centenary Park)
- Advise on Risk Management and Health and Safety matters in respect of the Council's properties and assets
- Ensure safety checks are carried out on all Community Council Assets
- Maintain appropriate insurances on all assets of the Community Council (and any liability insurances)

Finance

- Bring to Council proposals for the annual precept
- Keep appropriate and accurate records relating to the Council's finances
- Monitor Council spend versus annual Budget
- Monitor and balance the Council's bank accounts
- Prepare records for audit purposes and VAT
- Prepare the year end accounts and annual return

Administration

- Prepare and issue, in consultation with Chairpersons, notices and agendas for meetings of the Council and Committees
- Attend appropriate Council Meetings and deliver reports of Community Council matters to the Council.
- 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.
- Personally research or delegate research that supports the work of Committees and working groups.
- Any other duties as part of overall responsibilities