

Taff's Well and Nantgarw Community Council
CLERK/RESPONSIBLE FINANCIAL OFFICER.

NALC Salary Scale LC2 (24-28)
£28,672 – £32,234 pro rata 14 hours per week

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 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 Authority's activities and in particular, to produce all the information required for making effective decisions and to implement constructively all decisions. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that 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.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To issue notices for meetings and attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees.
6. 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.
7. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
8. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
9. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council through continued professional development and/or qualification provided by appropriate training from Northumberland Association of Local Councils (NALC), the professional body The Society of Local Council Clerks or other providers.
10. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

11. If any statute, regulation or order confers any functions, or imposes any duties, upon a Proper Officer of the Council, the Clerk to the Council shall be the Proper Officer for these purposes.

12 To act as representative of the Community Council as required.

Category	Criteria	Essential	Desirable
Education, qualifications and achievements	Good general standard of education	✓	
	Professional qualification, such as CiLCA		✓
Knowledge and experience	Experience of administrative role, preferably in Local Government / voluntary sector	✓	
	Experience of committee processes and procedures	✓	
	Experience of working with elected Councillors		✓
	Experience of working with residents and communities		✓
Skills	Excellent communications skills	✓	
	Good IT skills	✓	
	Ability to develop positive relationships with a wide range of people and organisations	✓	
Personal qualities and attributes	Excellent organisational skills	✓	
	Financial experience	✓	
	Ability to work professionally and on own initiative	✓	