



**Clerk/Responsible
Financial Officer
Nelson Community Council**

Job Type - 11 hours /weekly-Permanent (subject to 26 weeks probation)

Salary LC1 (7-12) £10.44 to £11.53 per Hour (progression subject to satisfactory performance).

Nelson Community Council is a local Council covering Nelson including the wards of Llanfabon and Llwyncelyn

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 liaise with all partner organisations including County Council, Police and other service providers. The Clerk is also responsible for Health and Safety compliance and formulation of Risk Assessments for all activities and events.
Supervision of staff/contractors

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 including liaison and cooperation with Members, Internal and external Auditors.

Applications to be submitted via email clerk.nelson@outlook.com by May 12th 2021 or contact Tony White (Clerk) on 077977057760 or Laura Dufty (Chair) 07759526316 for an informal chat.

Applications should be submitted by CV including a general introduction with name, address, telephone number, e mail address, qualifications, experience, work history, etc., then separate sections detailing how you satisfy the requirements detailed under each of the headings below (6 sections in total) plus a conclusion. (typed in word - maximum 2 x A4 pages, font size 12)

We will aim to undertake Interviews during the first week in June although actual date will be communicated after shortlisting of applications.

The official start date will be 1st September 2021 although the Council may engage the successful applicant as a temporary arrangement for 2 hours per week from appointment up until that date, working alongside/substituting for the existing Clerk, to ensure a smooth transition. (subject to discussion)



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Personal Specification

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> ● Evidence of commitment to continue professional development ● Work towards professional qualification and membership of Professional Organisation ● Attend all relevant training sessions 	<ul style="list-style-type: none"> ● Previous Community Council experience ● Previous Community Council Clerk ● Previous Local Government experience ● Use of Welsh Language
Finance	<ul style="list-style-type: none"> ● Proven experience of budget setting, processing invoices/orders, 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 of community council practice and functions, legislation, duties, roles and responsibilities of Community Councillors 	
Information Technology	<ul style="list-style-type: none"> ● Good working knowledge of computer packages e.g. Microsoft office ● Experience of working with computer accounting packages ● Ability to produce accurate minutes/Agendas and to host meetings ● Skills to manage the Community Council website and produce newsletters, etc. 	
Competencies and Communication	<ul style="list-style-type: none"> ● Ability to work effectively on your own or in a team (home or office) ● 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 ● Reading and Prioritising all correspondence including providing responses as directed/required. Ability to provide objective advice/reports/policies to councillors in a timely and coherent manner ● Understanding of the importance of confidentiality, equal opportunities, data protection, etc. 	
Meetings and Administration	<ul style="list-style-type: none"> ● Practical experience of serving committees ● Availability to attend council meetings and other events as required. (including representing the Council as directed) 	

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