



Job Description – Clerk and Responsible Financial Officer to the Community Council

Section 1: Role

The Clerk will be responsible for the administration of the Council's business, on behalf of the Members of the Community Council. The range of responsibilities expected of the Clerk in order to fully fulfil the needs and best interests of the Community Council are set out as follows:

- ✿ Act as Proper Officer and Responsible Financial Officer for the Community Council
- ✿ Fulfil the role of Council Secretary
- ✿ Purchase goods and services on behalf of the Council
- ✿ Liaise with other authorities and bodies
- ✿ Manage the day to day business of the Community Council
- ✿ Update the Council's website
- ✿ Actively manage the Council's land and property assets to optimise value to the community
- ✿ Manage projects that deliver the objectives of the Council
- ✿ Advise the Council on relevant legislation

Section 2: Duties

(i) Ensuring Compliance with Legal Duties

- 🌿 Ensure that all statutory and other provisions governing or affecting the running of the Council are observed.
- 🌿 Monitor the implemented policies of the Council to ensure they are achieving the desired results and, where appropriate, suggest modifications.

(ii) Managing Community Council Meetings

- 🌿 Prepare informative agendas for meetings of the Council, in consultation with appropriate Councillors.
- 🌿 Issue notices and agendas for the Community Council's statutory meetings and any Community Meetings.
- 🌿 Attend all meetings of the Full Council, take a formal Minute of the meeting and create an Action Log. Ensure that these actions are taken in advance of the following meeting.

(iii) Delivering Council's Strategic Purpose

- 🌿 Assist Councillors with producing draft policies and scheme proposals to reflect community needs and advise on the practicability and likely effects of specific courses of action.
- 🌿 Update Council's Action Plan and monitor progress of projects.
- 🌿 Receive correspondence and documents on behalf of the Council and, following agreed policy of the Council and in liaison with appropriate Councillors/Members, respond on behalf of the Council.
- 🌿 Prepare a monthly summary of all significant incoming and outgoing correspondence for Council meetings.



- 🌿 When requested, draft responses to third party consultation exercises.
- 🌿 Study reports and other data on Council's activities and on matters bearing on those activities. Where appropriate, discuss such matters with administrators and specialists in particular fields and produce reports for circulation and discussion by the Council.

(iv) Community Council Administration

- 🌿 Establish and maintain effective paper and electronic filing systems to record the business of the Community Council in a recoverable format.
- 🌿 Place and manage orders for the purchase and supply of goods and services.
- 🌿 Manage upkeep of the Village Green(s).
- 🌿 Ensure the letting and effective management of community allotments.
- 🌿 Work collaboratively with the Chairs of all relevant committees and working groups in the oversight of those elements of the Council's business.

(v) Health and Safety

- 🌿 Ensure that the Council's statutory obligations for the proper management of all Health and Safety matters are met; including the review of Council's Health and Safety Policy and the preparation (and oversight) of Risk Assessments, where necessary, for the safe management of Council business and activities.

(vi) Equality

- 🌿 Ensure that the Council is fully compliant with the Equality Act and Accessibility regulations and that residents do not face avoidable obstructions to full participation in society within our community.



(vii) Five Ways of Working and Well-being Goals

- 🌿 The Council has resolved to practice the Five Ways of Working and contribute towards the Welsh Governments Seven Well-being Goals as is statutory for larger local authorities. The Clerk will advise the Council in its decision-making to ensure the Community Council complies with its decision and makes a positive contribution to the well-being of residents.

(viii) Financial management

- 🌿 Manage the annual budget for the Council, and prepare financial statements on a monthly basis in accordance with financial regulations.
- 🌿 Monitor and balance the Council's accounts and prepare records for audit and VAT purposes.
- 🌿 Ensure that correct financial records are kept and that internal checking regimes are established.
- 🌿 Receive and report on invoices for goods and services to be paid for by the Council and ensure that such accounts are settled within due timescales. Issue invoices on behalf of the Council for goods and services and ensure payment is received.
- 🌿 Research and bring forward opportunities to apply for grants to support programme aspirations.

(ix) Staff Management

- 🌿 Manage their own work, and service contracts.
- 🌿 Work collaboratively with their nominated Line Manager (Chair/Vice Chair of Council) to draw up an annual Work/Action Plan/Budget for the year ahead (covering the period 1st April – 31st March each year).



- ❁ Monitor and report quarterly and hold an annual review by the end of May the following year.
- ❁ Continue to acquire and maintain the necessary professional knowledge required for the efficient management of the affairs of the Council, and join appropriate professional bodies e.g. The Society of Local Council Clerks.
- ❁ Attend training courses or seminars on the work and role of the Clerk, as agreed with the Line Manager.
- ❁ As a minimum requirement for effectiveness in the position of Clerk to the Council the candidate needs to have obtained a Certificate in Local Authority Administration (CiLCA) or give a commitment to work towards obtaining this qualification.
- ❁ Maintain records of staff hours, leave, etc. for Member approval.
- ❁ Collaborate with any other members of staff, in keeping with the policies of the Council and undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.

(viii) Communications

- ❁ Update the Community Council's website and ensure it is accurate and up-to-date.
- ❁ Suggest and deliver initiatives for engaging with our community in order to find out their priorities and requirements.
- ❁ Attend if required regional / national conferences of representative bodies likely to have agenda items of interest affecting the future development of the Community Council and report back to the Council on relevant issues.
- ❁ Act as the representative or spokesperson of the Council if required.



Section 3: Working hours

The majority of the time requires the Clerk to be home office based but there is a requirement to attend monthly evening meetings of the Council, normally held on a Monday, and any additional meetings, including any Community Meetings.

The Clerk's hours will generally be 26-30 hours per month – additional hours if agreed in advance with the Line Manager. The Council is prepared to be flexible in agreeing how these hours are to be achieved.

Meetings generally last for about 2 hours and Draft Minutes need to be written and with the Chair within 48 hours.

Section 4: Qualifications, on-going training and recognition of examination success

In order to fulfil these roles effectively and contribute to the Council Competence, it is necessary for the Clerk to have / or shortly to achieve CiLCA qualification.

Under the National Agreement up to three incremental awards for achievement of recognised qualifications will be awarded. One additional salary point will be added to the salary, up to a maximum of four points, for success in obtaining or already holding each of the following relevant qualifications:

🌿 The Certificate in Local Council Administration (CiLCA)

🌿 And other relevant qualifications such as:

- Community Governance – Level 4 (Cert HE)
- Community Governance – Level 5 (FdA)
- Community Governance – Level 6 (BA Hons)

