



CYNGOR CYMUNED GRESFFORDD GRESFORD COMMUNITY COUNCIL

- Working for you -

JOB DESCRIPTION - the information given here is intended to provide an understanding and appreciation of the workload of this particular post and its crucial role in the organisation. The Job Description outlines the main tasks and responsibilities under broad headings only, as it is not possible to specify every item in detail.

POST TITLE: CLERK OF THE COUNCIL/RESPONSIBLE FINANCIAL OFFICER

POST SALARY RANGE; National Joint Council LC2 Scale points 24-28 (currently £28,672 to £32,234) per annum *pro rata* for 17 hours per week, based on full time equivalent of 37 hours plus allowances.

RESPONSIBLE TO: GRESFORD COMMUNITY COUNCIL

**RESPONSIBLE FOR: The Cemetery Administrative Assistant
The Community Agent**

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 - in particular, to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are properly carried out in timely fashion. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them 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 Council's activities and, in particular, to produce all the information and advice required for making effective decisions and for constructively implementing all decisions.

The Clerk will be the Responsible Financial Officer (RFO), responsible for all financial records of the Council and the careful administration of its finances and to monitor and balance the Council's accounts.

The Clerk advises and the Council decides. The Clerk is entirely independent of the Council in respect of the legal, financial and administrative advice and guidance they give. In respect of day-to-day, operational, matters, the Clerk reports to the Chair of the Council.

1 Specific Responsibilities

Statutory and administrative

- 1.1 To ensure that all statutory and other provisions (e.g. Standing Orders) governing or affecting the running of the Council are observed.
- 1.2 To effectively manage the whole range of the Council's services, as requested, and activities in accordance with approved policies and practices, and to support Sub-Committees and groups with delegated responsibilities in respect of services and projects.
- 1.3 To receive correspondence and documents on behalf of the Council and to deal with such correspondence or documents, or bring such items to the attention of the Council. To issue correspondence as a result of the instructions, or the known policies, of the Council.
- 1.4 To remind members of the need to register and declare personal and discloseable pecuniary interests in accordance with the Council's Code of Conduct and to record these in the Minutes and in the Register of Members Interests when they are disclosed.
- 1.5 To ensure compliance with and application of General Data Protection Regulation (GDPR).
- 1.6 To administer and maintain the Council's Publication Scheme under the Freedom of Information Act 2000.
- 1.7 To work from home, creating an environment which meets employee health and safety requirements, where all papers and documents will be kept in a secure manner, and where the equipment provided by the Council for the purposes of home working can be effectively and safely used.
- 1.8 To support the Council's commitment to equality and diversity at all times.

Meetings of the Community Council and its Committees and other groups

- 1.9 To prepare and convene, in consultation with the Chair, and Chairs of Sub-Committees, agendas and other necessary documentation for meetings of the Council and its Committees. To despatch promptly all such agendas and publicise meetings – whether these be face-to-face, electronic or hybrid, in accordance with current legislation.
- 1.10 To attend all meetings of the Full Community Council and its Finance Committee, and those meetings of its Committees, working groups and project groups when necessary and requested (within reason), and prepare Minutes of meetings attended for approval.
- 1.11 To implement, in a timely and effective manner, the decisions made at such meetings that are agreed by the Council.

Policy development and implementation of plans

- 1.12 To study reports and other data relating to the 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 to, and discussion by, the Council.

- 1.13 Following consultation with the Chair, to draw up - both on his/her own initiative, and as a result of suggestions by Councillors - proposals for consideration by the Council.
- 1.14 To advise on the practicability and likely effects of specific courses of action.
- 1.15 To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.

Public face of the Community Council and engagement

- 1.16 To act as the representative of the Council, as required, in relation to a range of local bodies and organisations, including officers and councillors of Wrexham County Borough Council and outside contractors.
- 1.17 To act as the representative of the Council and deal with, and respond to, members of the public when they have questions/queries, concerns, requirements or suggested projects.
- 1.18 To prepare, in consultation with the Chair, press and other media releases about the activities and decisions of the Council.
- 1.19 To maintain, update and curate the Council's noticeboards, publications, website and social media presence in a timely, effective and responsive manner, ensuring this complies with accessibility and other legislation.

Management of staff

- 1.20 To supervise, and allocate work to, all other members of staff in keeping with the policies of the Council, and to undertake all necessary activities in connection with the appraisal, salaries, conditions of employment and work of other staff.
- 1.21 To manage staff, and staff leave and other absence, in such a way that the work of the Council can always be progressed smoothly, and to undertake the key and public-facing duties of other staff if they are absent.
- 1.22 To conduct regular risk assessment reviews of staff working conditions, especially in relation to lone working, and ensure that necessary mitigations are brought to the Council for approval and implementation.

Professional development and keeping up-to-date

- 1.23 To undertake all training and development initiatives as required and approved by the Council to ensure continuing professional development. If not already achieved, to work towards the achievement of the Certificate in Local Government Administration (CiLCA) the underpinning foundation qualification for effectiveness in the position of Clerk to the Council.
- 1.24 To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council, including membership of your professional body The Society of Local Council Clerks, as approved by the Council.

- 1.25 To attend the Conferences of the National Association of Local Councils, One Voice Wales and Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required and as approved by the Council.

General

- 1.26 To undertake any other reasonable task as required by the Community Council. Additional duties may incur extra hours. These hours must be agreed by Full Council, where practicable, prior to the work being undertaken.

2 DUTIES OF RESPONSIBLE FINANCIAL OFFICER

Overview

- 2.1 Prepare all financial reports to the Council, or any appropriate committee thereof, for approval, to cover budget monitoring, council fund balances, receipts to date, payroll summary, payment of accounts and any other relevant current matters. To monitor and balance the Council's accounts and prepare records for audit, VAT and PAYE purposes.

Budgets and regulations

- 2.2 Prepare draft estimates; when approved by Council, use these to form an annual budget.
- 2.3 Prepare quarterly and end of year financial reports for Full Council and Committees.
- 2.4 Prepare and balance final accounts in accordance with the 1996 Regulations (as amended) and report thereon to Council.
- 2.5 Monitor compliance with the Council's financial regulations and ensure that correct financial systems are in place. Monitor Council expenditure and prepare information for the annual budget setting process and Precept.
- 2.6 When approved, submit the Precept to Wrexham County Borough Council.

Payments and receipts

- 2.7 Enter regularly (daily if necessary) all monies received and expended by the Council.
- 2.8 Receive and report to the Council on invoices for goods and services to be paid for by the Council and to ensure such accounts are met, checking all invoices prior to payment.
- 2.9 Ensure that all money due to the Council is invoiced promptly and, in all cases, collected promptly.
- 2.10 Manage cash flow and control of investments and bank transfers. Undertake regular bank reconciliations and VAT claims. Submit VAT returns and deal with enquiries.
- 2.11 Control cheques. Prepare payments utilising electronic banking in line with Financial Regulations
- 2.12 Identify the duties of all officers dealing with financial transactions and ensure that appropriate and sufficient internal monitoring and controls are in place.

Employment

- 2.13 Manage the payroll. Ensure regular and prompt payment of PAYE, and national insurance, and completion of HMRC's Real Time Information.
- 2.14 Manage the pension schemes. Undertake returns, as applicable, in relation to pension contributions, and ensure prompt payment to the pension authority.

Audit

- 2.15 Arrange, and prepare all audit documentation for, annual internal audit of all aspects of the Council's financial affairs. Report to the Council on the outcome.
- 2.16 Produce accounts and records for external audit in accordance with the 1996 Regulations (as amended).
- 2.17 Report to the community concerning the Annual Return, and make sure that the public are aware of their statutory rights of inspection.

Risks and assets

- 2.18 To ensure that the Council's obligations to insure are properly met, and that appropriate Risk Management assessments are in place, reviewed regularly, and reported to the Council.
- 2.19 Maintain register of property and assets.
- 2.20 Manage the insurance risk. Process claims as necessary.