

## **Overall Responsibilities**

The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Community Council are carried out. The Clerk is not the Responsible Finance Officer (RFO) but will work closely with the RFO to ensure the careful administration of its finances.

The RFO/Assistant Clerk has the following functions and will report and be fully supported by the Clerk:-

- ensuring financial information is available in a timely manner;
- ensuring that an annual financial risk assessment is undertaken and documented;
- ensuring procedures are in place to record all financial transactions, income and expenditure together with assets and liabilities;
- ensuring procedures in place for the correct and timely payment or receipt of invoices;
- ensuring that the Council's year end accounts and the relevant Annual Return are produced in a timely manner;
- ensuring that the independent internal auditors report is submitted to the Council or Committee upon receipt;
- ensuring that the Council's bank accounts are monitored and reconciled in accordance with the Council's Financial Regulations;
- to monitor the Council's cash flow and liaise with the Clerk of recommended actions;
- be responsible for the production and distribution of regular management accounts and discuss variances with the Clerk;
- be responsible for co-ordinating the production of the Council's annual budget;
- advise the Council or Committee(s) as to the budget and cost of projects;
- ensuring that all VAT (Value Added Tax) returns and other HMRC deductions are submitted correctly and on time;
- be responsible for the production of the Council payroll, payment of wages, salaries, and deductions, submission of data to HMRC via the use of an outsourced supplier;
- ensuring that information is provided to Committees, uploaded to the Council's website as well as social media channels;
- to deputise for the clerk as appropriate;
- to liaise with contractors and community groups as appropriate;
- the ability to identify and secure external funding;
- to carry out other specific tasks and/or duties as directed by the Council from time to time.

## PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Attributes</b>		
A motivated and positive attitude	<b>x</b>	
Ability to use initiative and be resourceful	<b>x</b>	
Ability to be flexible and respond to changing need	<b>x</b>	
Desire to undertake training and learn new skills.	<b>x</b>	
<b>Skills</b>		
Computer literate (use of MS Office applications, spreadsheets and social media)	<b>x</b>	
Good organisation (record keeping, time management, working to deadlines)	<b>x</b>	
Good levels of literacy and numeracy (verbal and written reports, minutes, budgeting)	<b>x</b>	
Good interpersonal skills (Interacting with members of the community and council, building professional relationships with other organisations and bodies, telephone manner).	<b>x</b>	
Ability to speak and write Welsh.		<b>x</b>
<b>Experience</b>		
Working with communities.	<b>x</b>	
Managing projects	<b>x</b>	
Finding and applying for funding	<b>x</b>	
Managing grants	<b>x</b>	
<b>Education</b>		
A-Level or equivalent	<b>x</b>	

References and a DBS check will be requested following interview.