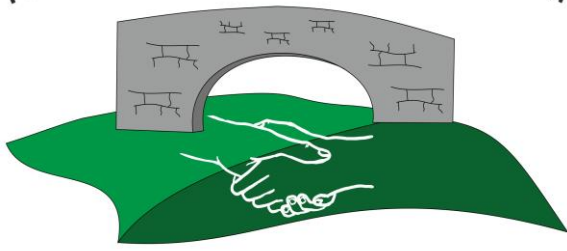


Risca East Community Council



...working with you

**Clerk/Responsible
Financial Officer
Risca East Community Council**

Applications are invited from suitably experienced and qualified candidates for the post of Clerk and RFO to Risca East Community Council.

Salary LC1 (SCP 9) £10.86 per hour – 32 hours per month

Risca East Community Council is a local Council covering the wards of Ty Sign, Trenewydd and Pontymister Upper.

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 the County Borough 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.

The Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.

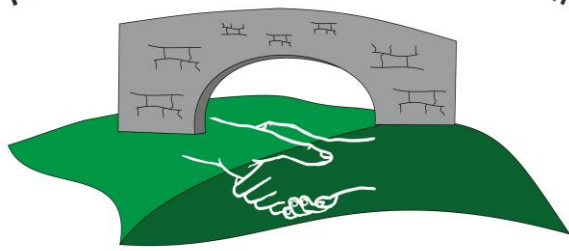
The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances including liaison and cooperation with Members, Internal and external Auditors.

Applications to be submitted via email riscaeastcommunitycouncil@outlook.com by May 22nd 2021 or contact Gwyn James (Clerk) on 07904 061754 for an informal chat.

Applications should be submitted by CV including a general introduction, one section 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 the actual date will be communicated after the shortlisting of applications.

The official start date will be 1st July 2021

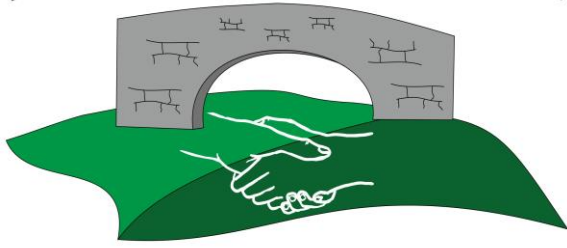


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Personal Specification

	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Previous Community Council experience • Attend all relevant training sessions 	<ul style="list-style-type: none"> • Previous Community Council Clerk • Previous Local Government experience • Use of Welsh Language • Evidence of commitment to continue professional development • Work towards professional qualification and membership of Professional Organisation
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/or book-keeping qualification
Knowledge and Expertise	<ul style="list-style-type: none"> • Administration experience with an organised approach • Working knowledge and understanding community council practice and functions, legislation, duties, roles and responsibilities of Community Councillors 	
Information Technology	<ul style="list-style-type: none"> • Use of your own computer • Good working knowledge of computer packages eg 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 	

Risca East Community Council



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	<ul style="list-style-type: none">• Ability to communicate well with all sectors of the community with diplomacy and in the best interests of the Council• 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)
Equipment and Accommodation	<ul style="list-style-type: none">• The Council does not have its own premises so the successful candidate will be expected to provide their own computer and store the Council's current and historical records.

Applications to be submitted via email
riscaeastcommunitycouncil@outlook.com by May 22nd 2021.