

CYNGOR TREF PONTARDDULAIS TOWN COUNCIL
JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

Job Title:	Clerk to the Council and Responsible Financial Officer
Responsible to:	Chair of HR Committee Full Council
Responsible for:	All Council staff, property and financial resources
Employment status:	Part-time (20 hours per week) including some evening work
Salary scale:	LC2 Grade Points 24-28 pro rata

Job Purpose:

1. To ensure that the Council's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
2. To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
3. To ensure that the Council's Standing Orders and Financial Regulations are correctly observed and implemented.
4. To manage the Council's employees effectively and to be the Council's principal adviser on policy matters, to be responsible for all aspects of Health and Safety, manage the provision of Council services, buildings, land and resources and to promote the Council.
5. To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.

Duties and Responsibilities

1. To ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
2. To be the Council's principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.
3. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements.
4. To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and Committees in accordance with all statutory requirements and prepare minutes for approval, other than where such duties have been delegated to another Officer.

5. To ensure that all meetings of the Council and all meetings of its Committees, Sub Committees and Working Parties are clerked, attending personally other than where such duties have been delegated to another Officer, and to maintain Councillor's attendance records.
6. To action all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.
7. To sign, seal and deliver any agreements, contracts, conveyances, licenses, consents, approvals etc. on behalf of the Council. To ensure the Council's planning obligations are met.
8. To provide general advice to the Council on the budget preparation process and ensure that all Management Reports are presented to the Council and the statutory External Audit requirements are completed each year.
9. To ensure that Council's budget is prepared and balanced and accounts raised and invoices paid and prepare records for audit purposes and VAT.
10. To prepare and publish the Council's Annual Report.
11. To study reports and other data on activities of the Council and on matters bearing on those activities and where appropriate, to discuss such matters with consultants and specialists in particular fields and to produce reports for circulation and discussion by the Council.
12. To head the Council's paid service and manage all other members of staff in keeping with the policies of the Council and employment law and to ensure they perform to expected standards.
13. To arrange and/or undertake staff annual performance appraisals or reviews and deal with any redundancy, disciplinary, capability or grievance issues in accordance with the Council's policies and procedures.
14. To undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
15. To apply the principles of equality and equal opportunities as embodied in the Council's policies and practices in order to promote equality of opportunity and treatment and the appropriate attitude and behaviour for all employees.
16. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
17. To be responsible for the management, maintenance and use of all the Council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
18. To act as the official representative of the Council at meetings of other relevant organisations as required.
19. To issue notices and prepare agendas and minutes for the Annual Council Meeting, attend the Annual Council Meeting and to implement the decisions made by the Council.
20. To maintain effective and positive press and public relations and prepare, in consultation with key Councillors, press releases about the activities of, or decisions of, the Council.

21. To take appropriate public relations action to enhance the profile and image of the Council and promote and protect the views/interest of the Council with all relevant external organisations or individuals.
22. To develop effective liaison and an effective working partnership with other relevant City/District/Borough/County Councils/Unitary Authorities, other public authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council plays a full and effective role in issues affecting the area.
23. To work to improve, develop and up-date the Council's website.
24. To lead the development and publication of the Council Plan and produce a rolling business plan, as required.
25. To have an understanding of planning and development issues as they affect the Council area, in particular Neighbourhood Plans, the Local Development Plan, the Local Strategic Partnership, economic strategies and the Emergency and Resilience Plan and advise Councillors accordingly.
26. To ensure the casual vacancy process is followed when a Councillor vacancy arises. To explain the requirements of Ordinary Elections to all Councillors and undertake publicity for recruitment.
27. To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.
28. To be the principal adviser to the Council on matters of ceremony, civic protocol, and develop relevant cultural, community and commercial links.
29. To make appropriate arrangements for civic functions and occasions and attend the Council on any ceremonial occasions.
30. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
31. To obtain the Certificate in Local Council Administration (if not already gained) as a minimum requirement for effectiveness in the role.
32. To manage the arrangements to comply with the Data Protection Act 2018 and the General data Protection Regulations 2018.

Duties and Responsibilities: Responsible Financial Officer

1. As the Council's Responsible Financial Officer to be responsible for all financial procedures and records, and the careful administration of its finances, in compliance with all statutory obligations or other laws, provisions and notices governing or affecting the running of the Council including:
 - (a) being responsible as and carry out all the functions required by law of the Council's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council;
 - (b) acting as the Council's principal adviser on financial matters, and to be responsible for the careful administration of the Council's finances, and the proper application and maintenance of the Council's Standing Orders and Financial Regulations;

(c) ensuring that the Council's finances are effectively managed and monitored, and to advise the Council on its financial forward plan, strategy and policies;

(d) advising the Council and its Committees on and prepare the annual budget estimates of income and expenditure for revenue services, the capital budget programme and annual Precept requirements;

(e) monitoring and managing the Council's budget expenditure and income, and to provide the Council and Committees with a regular statement of income and expenditure under each heading in the approved annual revenue and capital budgets;

(f) ensuring that all Management Reports are reported to the Council, and the statutory internal and external audit requirements are undertaken and completed each year, and any consequential action taken;

(g) issuing and reporting on invoices for goods and services to be paid for by the Council, and to ensure such accounts are met and that: -

- all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally
- all payments made to the Council are recorded, any necessary receipts issued, all cash and cheques received banked, all associated records kept and any queries are investigated
- invoices are prepared and issued on behalf of the Council for goods and services to ensure payment is received
- all necessary records in connection with the above are maintained
- all necessary administration and banking procedures are arranged to ensure that all full- and part-time staff wages and salaries are paid
- petty cash accounts are operated properly, and all associated records of purchases are maintained
- all relevant rents or charges are collected for relevant Council services and facilities
- all necessary Revenue and Customs, VAT, SSP and pension financial returns and/or payments are completed and dispatched on time
- records, returns and public notices for the annual audit are prepared and the necessary public notices displayed
- appropriate financial IT systems are in place and operated securely;

(h) monitoring and ensuring that the Council's accounts are controlled, and the Council is informed of the ongoing financial situation;

(i) ensuring all necessary records are prepared for audit and VAT purposes;

(j) ensuring that the Council's obligations for financial risk management, including risk assessments, are properly met and where necessary risks are properly insured;

(k) ensuring that adequate financial security, and internal financial and accounting controls, are in place and periodically reviewed, and the accounting records of the Council are maintained and kept up to date in accordance with proper practices;

(l) ensuring that an annual equipment inventory and asset register are in place;

- (m) advising the Council on and assist in the raising of funds by way of grants and sponsorship etc. by following the necessary consultations and processes.
- (n) ensuring that all surplus Council funds are invested securely and income maximized;
- (o) to ensure that the Bribery Action requirements are complied with.

General Duties

1. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and to attend training courses or seminars on the work and role of the Clerk & Responsible Financial Officer and the Council's activities as required by the Council.
2. To attend the Conference of the One Voice Wales, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
3. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

CLERK TO THE COUNCIL - PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 1 year of commencement. • Level 2 or 3 literacy and numeracy education/training/experience which demonstrates high literacy and numeracy skills • Evidence of policy and strategy advice and development • Relevant organisational and administrative experience in a structured environment. • Leadership and staff management experience. • Demonstrable experience of formal Committee work, agenda preparation and minute taking. • Experience of budget setting, monitoring processes, controls and financial management reports • Successful implementation of equality and performance management systems. • Project management experience. 	<ul style="list-style-type: none"> • Educated to degree or HND level. • ACIS qualified. • Previous experience of working for local authority or similar body • Experience of dealing with the public and working on own initiative.
Knowledge •	<ul style="list-style-type: none"> • Knowledge of local government responsibilities, system and procedures. • Knowledge of the governance, operational and legal framework in which the Council operates including local authority planning procedures. • Knowledge of employment and health and safety law and data protection. • Knowledge of relevant accounting procedures 	<ul style="list-style-type: none"> • Knowledge of local area • Knowledge and understanding of importance of good public relations and how to raise the Council's profile in the local community

Qualities & Attributes	<ul style="list-style-type: none"> • Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others with minimal supervision. • Flexible, pro-active and hands on approach to tasks. • Supportive - demonstrating loyalty and commitment to the organisation and staff in past employment. • Trustworthy with confidential information. • Ability to demonstrate tact and diplomacy. • Community focussed. • Ability to develop and maintain good relationships with staff, councillors, external bodies, contractors and the public. • Commitment to the delivery of quality service. • Demonstrable ability to work as part of a team 	<ul style="list-style-type: none"> • Ability and enthusiasm to adapt to change. • Enthusiastic with innovative qualities. • Business perspective and acumen. • Ability to interpret political drivers
Skills & Abilities	<ul style="list-style-type: none"> • Ability to communicate effectively with others at all levels both internally and externally. • Excellent written and oral communication and presentational skills. • Ability to form and maintain sound working relationships. • Strategic level organisational and administrative skills. • Formal agenda preparation and minute taking skills. • Ability to produce understandable and concise written reports on complex topics. • Ability to develop, implement and monitor effective systems and procedures. • Ability to organise and prioritise own and others work. • Management skills with ability to monitor performance of others to achieve targets and meet deadline • Be able to show ability to work in a logical manner and to strict deadlines. • IT literate (Level 3 IT qualification or equivalent) with sound working knowledge of MS Office, Excel and Windows packages 	<ul style="list-style-type: none"> • Articulate speaker in public.
Special Conditions	<ul style="list-style-type: none"> • Willingness to work and/or attend Committees and other meetings and functions in evenings. • Prepared to work varied hours to meet the needs of the post. • Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job. 	

RESPONSIBLE FINANCIAL OFFICER - PERSON SPECIFICATION

Factor	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Strategic financial management experience in a complex environment. • Sound budget preparation, management and financial control systems experience. • Experience of financial forward planning. • Previous experience of working for local authority or similar body in a financial role. 	<ul style="list-style-type: none"> • Ideally be at least CIPFA, ACCA or equivalent part qualified and be prepared to work towards obtaining the full qualification within 1 year of commencement. • Experience of Committee work or similar.
Knowledge •	<ul style="list-style-type: none"> • Knowledge of local government financial systems and procedures. • Knowledge of the governance and financial framework in which the Council operates. • Knowledge of budget setting, audit and monitoring processes and financial management reports. • Knowledge of insurance procedures and financial risk assessment. • Working knowledge of accounts and payroll systems and procedures and computer packages. • Working knowledge of procurement processes within a public sector setting. • Implementation of financial systems and controls to prevent bribery and corruption. • Knowledge of KPI and other performance measures 	<ul style="list-style-type: none"> • Knowledge of the operating environment of the Council

Qualities & Attributes	<ul style="list-style-type: none"> • Self-reliant and self-motivated with the drive and determination to achieve results and influence others. • Flexible, pro-active and hands on approach to tasks. • Supportive - demonstrating loyalty and commitment to the organisation and colleagues in past employment. • Trustworthy. • Ability to develop and maintain good relationships with relevant external bodies. • Be able to show ability of being a good team worker. • Commitment to quality service delivery 	<ul style="list-style-type: none"> • Enthusiastic and willingness to adapt to change. • Ability to interpret political drivers. • Business perspective and acumen.
Skills & Abilities	<ul style="list-style-type: none"> • High numeracy and analytical skills. • Sound written and oral communication skills with the ability to communicate effectively with others at all levels both internally and externally. • Ability to form sound working relationships. • IT literate with sound working knowledge of MS Office, Excel and Windows packages. • Ability to produce high quality reports on complex topics. • Ability to organise and prioritise own workload. • Ability to work in a logical manner and to strict deadlines. 	<ul style="list-style-type: none"> • Ability to develop, implement and monitor effective systems and procedures. • Good presentational and reporting skills using relevant IT programmes. • Flexibility and ability to respond quickly to situations.
Special Conditions	<ul style="list-style-type: none"> • Willingness to work and/or attend Committees and other meetings and functions in evenings. • Willingness to undertake training. • Prepared to work varied hours to meet the needs of the post. 	

