



**JOB DESCRIPTION FOR PART-TIME POST OF CLERK & RESPONSIBLE FINANCIAL OFFICER
TO LLANGORS COMMUNITY COUNCIL**

1. Arrange, publicise, attend, take and prepare draft Minutes of each Community Council meeting. Prepare finance, planning and correspondence reports for these meetings. Arrange, publicise, attend any site meeting and Planning Application Decision meeting as necessary, taking and preparing draft Minutes. Arrange any extra meetings on the same basis as above, as required. Meetings may be in person, online only or hybrid meetings.

Arrange, publicise, attend and take and prepare draft minutes of the Annual General Meeting and the Annual Public Meeting, if held.

Ensure draft minutes of all meetings are read, approved, signed and filed appropriately.

Organise the current correspondence, reply to letters/emails and deal with matters arising from each meeting.

Keep Councillors informed by email (hard copies to those not on email) of correspondence that needs action and cannot wait until the next meeting.

2. Provide Community Councillors, the ward County Councillor and the Council's Internal Auditor with an agenda and copy of previous meeting's draft minutes prior to each meeting, and post a copy of the agenda and minutes on the website and noticeboards.

3. The Clerk is also the Responsible Financial Officer of the Community Council. This involves:

- i) Keeping accounts and financial records
- ii) Issuing cheques or processing online banking payments for signature or approval and banking any monies received
- iii) Monitoring and reconciling the bank accounts
- iv) Preparing a budget for the forthcoming year for Councillors to set the precept
- v) Preparing accounts at the end of the financial year
- vi) Liaising with the internal auditor and preparing the annual return for submission to the external auditors.
- vii) Preparing an annual financial report for the AGM
- viii) Preparing and submitting a financial report at each meeting
- ix) Reclaiming the VAT on an annual basis
- x) Complete and submit Independent Remuneration Panel for Wales Published Allowances Return annually
- xi) Ensure HMRC PAYE NI and taxation payments are paid promptly
- xii) There is no petty cash system. The Clerk is expected to pay for ad hoc goods/services and reclaim the cost by submission of a receipt and payment reimbursed by online bank payment.

4.
 - i) Assisting councilors liaise and oversee work of sub-contractors whether casually employed or through tendered contracts.
 - ii) Maintain asset register and ensure assets are regularly inspected by appointed Councillors and maintained to include annual ROSPA inspections
 - iii) Monitor and maintain insurance cover at the appropriate level
 - iv) Preparing financial and management risk assessment schedule
 - v) Processing tenders and contracts as required for Councillor approval
5. The Clerk is the appointed Data Protection Officer for the Community Council and along with the Chair must ensure that the appropriate legislation is complied with.
6. The Clerk is the appointed Member Complaints Resolution Officer for the Community Council and in conjunction with the Chair must seek to resolve internal member complaints in line with the Councils approved policy.
7. In line with the Community Council's Social Media policy the Clerk is the monitoring and review officer and in conjunction with the Chair should seek to ensure members adhere to the policy.
8. Ensure the Standing Orders, Financial Regulations and all policies of the Community Council are produced in accordance with Government regulations and are reviewed annually by Councillors and recorded in the minutes appropriately.
9. Liaise with the various outside bodies as and when necessary. Represent the Community Council at external meetings, when required.
10. Disseminate incoming correspondence as appropriate and respond on behalf of the Community Council as directed. Maintain records and files, both electronically and paper copies where appropriate.
11. Ensure, with the Chair, that Council business is conducted in accordance with current legislation, researching subjects and advising where necessary. Risk Assessments to be completed with the Chair or designated Councillor as required as per the Standing Orders of the Community Council.
12. Oversee purchase and lease agreements in conjunction with the Chair, and in agreement with Councillors seek legal advice if necessary.
13. Oversee training for Clerk and Councillors as deemed appropriate. Ensure new Councillors are provided with relevant documents.
14. The Clerk is responsible for the Community Council's office work and routine accounting using the Community Council provided laptop; however, internet access and a printer/scanner are required.
15. Code of Conduct is Councillor responsibility. The Clerk is the Monitoring Officer for the Community Council and can advise on the matter and must ensure that a Register of Members Interest is held and published in line with current legislation.
16. To meet Welsh Government regulations the Community Council must have a website. The Clerk along with the Chair, is responsible for ensuring that the website is in operation and is kept up to date and ensure documents required by legislation are displayed.

17. In conjunction with the Chair, deal with Freedom of Information requests and complaints.
18. In conjunction with all Councillors, understand the needs of a diverse society and provide advice to the Community Council as required.
19. The contracted hours of the Clerk are 40 hours per month. However, there are times when extra hours are required, which can be claimed, and paid as overtime in arrears, subject to full Council approval. This situation will be monitored and reviewed regularly in case there is a need to increase or decrease the limit on hours paid. A time sheet must be submitted to the Chair each month for signature.
20. Any other duties that may be deemed appropriate. Currently these include:
 - i) Assist in collating a report for the local newsletter. Drafting and printing of flyers and distribution of - post and hand delivered.