

Job Description

Clerk & Responsible Financial Officer to Llangors Community Council

Overall Responsibilities

To work in collaboration with Councillors and in particular the Chair to ensure the effective function of the Community Council.

The Clerk to the Community Council as the Proper Officer of the Council is under a statutory duty to carry out all the functions required by Community Council and as Responsible Financial Officer is responsible for all financial records of the Council and the careful administration of its finances.

The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Community Council are carried out.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Community Councils activities and, in particular, to produce the information required for making and implementing effective decisions.

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.

Apart from scheduled meetings and training courses, the role is predominantly home based with required access to the internet and a printer, using the Council laptop.

Specific Responsibilities

- 1.** To ensure that statutory and other provisions such as Standing Orders, Data Protection and Safeguarding requirements for the Council are in place and, working with Councillors, ensure policies are reviewed and up to date.
- 2.** To monitor implemented policies of the Council to ensure their effectiveness and advise the Council where required.
- 3.** To issue the necessary notices of meetings and to prepare, in consultation with appropriate Council members, agendas for meetings of the Council and its sub committees.
- 4.** To attend meetings of the Council and its sub committees where required and prepare minutes for approval and post as appropriate.
- 5.** To oversee the website in line with statutory requirements in conjunction with Councillors and issue correspondence as a result of instructions from the Council or the known policy of the Council.
- 6.** To receive and deal with correspondence and documents on behalf of the Council and bring relevant items to the attention of the Council including Freedom of Information requests.
- 7.** As the Responsible Financial Officer to monitor and ensuring the Council's accounts balance, ensure the Council's financial commitments including contracts are carried out correctly, prepare records for external scrutiny including for audit purposes and VAT and prepare financial reports as required.
- 8.** To oversee contractual arrangements, issue, receive and report on invoices for goods and services to be paid by the Council and to ensure such payments are met.
- 9.** To ensure that the Council's obligations for Risk Assessment are properly met.
- 10.** When required, to study reports and other data on activities of the Council and on matters bearing on those activities including the managements of its resources. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- 11.** To act as the representative of the Council as required, encourage collective responsibility among Councillors and ensure Councillors adhere to the Code of Conduct and Register of Members Interests.
- 12.** To prepare, in consultation with the Chair of the Council, any press releases about the activities and decisions of the Council.
- 13.** To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
- 14.** To attend training courses or seminars on the work and role of the Clerk as required by the Council and to ensure effectiveness in the role as prescribed by external agencies.