TONYREFAIL & DISTRICT COMMUNITY COUNCIL

CYNGOR CYMUNED TONYREFAIL A’R CYLCH

c/o TRANE CEMETERY

GILFACH ROAD

TONYREFAIL, PORTH,

R.C.T. CF39 8HL

CLERK

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cc.gov.wales

# Clerk and Responsible Financial Officer

Tonyrefail & District Community Council is seeking to appoint an innovative, forward thinking, Clerk and Responsible Financial Officer to manage the council’s statutory requirements, the management of Trane cemetery, to develop and deliver a wide range of projects and to lead the staff team.

The ideal candidate will be an excellent communicator, who can demonstrate strong governance and financial management skills alongside good business acumen and the ability to speak Welsh is desirable but not essential.

The successful candidate will be expected to work in close partnership with a range of local bodies and organisations including the unitary authority.

As the Community Council are responsible for Trane cemetery you will be dealing with the general public on a regular basis and therefore will require an empathetic demeanour.

To be successful in this role you will combine strong relevant technical knowledge and experience with positive and effective leadership, management, influencing and communication skills. You will also have a strong interest in working collaboratively with other organisations across our community to help the council achieve its ambitions.

If you feel you meet these requirements, we would like to hear from you. You will need to hold the Certificate in Local Council Administration (or obtain it within 24 months of employment).

The post of Clerk and Responsible Financial Officer is challenging and duties will require regular evening and occasional weekend working which is reflected in the salary being offered.

**Salary Scale: SCP 29-32 (£33,486- £36,371 FTE)**

**32 hours per week**

Opportunity to join the Local Government Pension Scheme

**Closing Date Friday 21st October 2022**

**Interviews will take place on Friday 28th October 2022**

Job Description, Person Specification and Application Form can be downloaded from the

Councils website [www.tonyrefail-cc.gov.wales](http://www.tonyrefail-cc.gov.wales/) or is available from The Council Office,Trane cemetery, Gilfach Road, Tonyrefail, Porth, CF39 8HL or via email to office@tonyrefail-cc.gov.wales

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Clerk & Responsible Financial Officer **Job Description**

## Overall Responsibilities

The Clerk & R.F.O. will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions of the Council, and in particular to serve or issue all the notifications required by law of a local authority’s Proper Officer.

The Clerk will be totally responsible for ensuring that the instructions of the Council in its functions as a Local Authority are carried out and for the management of Trane cemetery.

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

The Clerk is expected to be fully involved in the Strategic Planning Process of the Council.

**Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. As Responsible Financial Officer will be responsible for the preparation of budgets, the balancing and conciliation of the Council’s accounts and preparation of records for audit purposes and VAT, (experience of Omega Accounting would be advantageous, but not essential as training will be given). The receiving and reporting on invoices for goods and services to be paid for by The Council and ensuring such accounts are met. To prepare financial reports for the Council and its committees. To manage staff payroll and any pension scheme arrangements. To maintain insurance risks, process claims as necessary and maintain the property and asset register. To proactively research funding opportunities to enable community projects to proceed.
3. To work in close partnership with Rhondda Cynon Taf County Borough Council and a range of local bodies and organisations to both deliver the day-to-day work of Tonyrefail & District Community Council and also in the development of strategic planning for The Council.
4. To ensure that the Council’s obligations for Risk Assessment are properly met and to act as The Council’s Health and Safety Officer.
5. To prepare, in consultation with appropriate members, agendas for meetings of the Council, Committees and Working Parties. To attend such meetings and prepare minutes for approval.
6. To attend all meeting of the Council and all meetings of its committees and working parties, as instructed by The Council.
7. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. To draw up both on his/her own initiative and as a result of suggestions by Councillor’s proposals for consideration by The Council and to advise on practicability and likely effects of specific courses of action.
10. To be responsible for the overall supervision and management of Trane Cemetery and all Tonyrefail & District Community Council staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff. To ensure staff appraisals are carried out and contracts and job descriptions are updated as required.
11. To monitor and review annually the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required; to organise and manage events.
13. To issue notices and prepare agendas and minutes for all council meetings and to implement the decisions made at those meetings that are agreed by the Council.
14. To prepare, in consultation with relevant councillors, press releases about the activities of, or decisions made by the Council.
15. To attend training courses or seminars on the work and role of the Clerk/R.F.O. as required by the Council.
16. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council by attending training that is relevant to the position.
17. Membership of an appropriate professional body such as The Society of Local Council Clerks is recommended
18. To attend meetings, conferences of professional bodies, and other groups, as a representative of the Council as required and to report back to The Council on the first feasible occasion.
19. To liaise with Council approved groups in supporting their events.
20. To develop, construct and organise an annual calendar of events on behalf of the Council.
21. To carry out any other duties that may be assigned by The Chair or by The Council in relation to the role of Clerk/R.F.O.
22. To maintain political neutrality in conducting the role of Community Council Clerk.