

Vacancy

BARGOED TOWN COUNCIL – TOWN CLERK

12 hours per week - Monday, Wednesday and Friday mornings from The Town Hall in Bargoed. Please note that hours will include some evening and weekend work and up to 17 hours per week will be paid during busy periods.

Salary Grade LC2 – scp 28 – 35, £24,174 - £26,822 actual (pro rata, 12/37 of the scale)

The Town Council is looking for an enthusiastic person to take over the role of Town Clerk / Responsible Financial Officer.

This is an interesting and challenging post for which you should possess excellent leadership and communication skills. The person appointed will play a key role in the management and future development of the Council. You will be prepared to work as part of a team delivering high quality service.

Ideally you will have a knowledge of local council proceedings and regulations. Experience of working in or with the public sector would be an advantage as would events management.

The successful candidate will be required to attend monthly Council meetings. The Clerk will also be expected to attend external meetings and events as required.

Local Government Pension Scheme available.

Closing date for applicants is 21st November 5pm.

Interviews will be week commencing 28th November.

To apply for the post please send your CV and cover letter to –

Cllr V Stephens
Leader
Bargoed Town Council
Bargoed Town Hall
Hanbury Road
BARGOED
CF81 8XF

For further information please contact Councillor Vivienne Stephens, Leader on 01443 837964.

Job Description and Person Specification

Job Title: Town Clerk and Responsible Finance Officer (RFO)

Responsible to: The Council

Overall Responsibilities

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 will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority 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 Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all 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.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council . To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all other meetings as required.
6. 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.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
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 Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.

10. To monitor the implemented policies of the Council.
11. To act as the representative of the Council as required.
12. To prepare, in consultation with Councillors, press releases about the activities of, or decisions of, the Council.
13. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
14. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of the professional body The Society of Local Council Clerks.
15. To manage to Council's website and social media pages.
16. To manage all council events, including creating Risk Assessments and ensuring that relevant insurances are in place.

Person Specification

| CLERK AND RESPONSIBLE FINANCIAL OFFICER | | |
|--|---|---|
| | Essential | Preferred |
| 1. Educational qualifications | Good general education: 5GCSEs or equivalent including Maths and English | A recognised sector qualification in local government administration Eg. CiLCA Educated to degree or HND level |
| 2. Work Experience | Experience of working in local government. Experience of dealing with the public | |
| 3. Skills/ knowledge and aptitude | Understanding of the legal framework in which the Town Council operates Able to produce reports on financial and other subjects. IT skills Presentational skills Professional and appropriate communications skills at all levels. To promote and continue the | Experience of Events Management. Experience of Payroll, Accounting and Budget Monitoring. Experience of website and social media. |

| | | |
|----------------------|---|---|
| | <p>excellent working relationships between the Council and external agencies.</p> <p>Ability to problem solve</p> | |
| 4. Motivation | <p>Able to maintain good relationships with Councillors, contractors and public</p> <p>Self-reliant and self-motivated.</p> | Willingness to undertake training and to act as the Council's representative. |
| 5. Other | <p>Able to attend evening meetings and weekend events and demonstrate flexibility as required.</p> <p>Driving licence, car owner and ability to travel (Business insurance essential)</p> | |