

## **Draethen, Waterloo & Rudry Community Council**



### **CLERK & RESPONSIBLE FINANCIAL OFFICER (P/T)**

**Council:** Draethen, Waterloo & Rudry Community Council

**County:** Caerphilly

**Salary:** NJC scale point 2 (£23,656) pro-rata.

Draethen, Waterloo & Rudry Community Council is looking to appoint a self-motivated and well-organised individual who will be able to bring experience to the position of Clerk and Responsible Financial Officer.

This is a part-time post of 10 hours per week, working primarily from home, subject to the business needs of the Council and with some regular evening meetings. Welsh speakers welcomed but not essential.

The main duties of the post require attendance at all meetings of the Council, preparing agendas, taking minutes, dealing with all correspondence, actioning the council's decisions, keeping parts of our website up to date and acting as the Council's responsible financial officer maintaining all financial records. The role will also involve liaison with the council's Consultant Accountant regarding financial matters.

Successful candidates will preferably be CILCA qualified, but consideration will be given to suitable candidates willing to study for this.

Application is by CV and covering letter.

Further details and job description are available from Lee Cecil (Chair) email: [lee.cecil@dwrccouncil.co.uk](mailto:lee.cecil@dwrccouncil.co.uk)

Closing date for applications: **12 June 2025.**

Interviews will be held on week beginning: **16 June 2025.**

## PERSON SPECIFICATION



### CLERK & RESPONSIBLE FINANCIAL OFFICER (P/T)

	Essential	Preferred
<b>1. Education</b>	<p>Good general education: Grade C in Maths and English GCSE or equivalent</p> <p>Computer Literate</p>	<p>Educated to degree or HND level or equivalent professional qualification in a related subject</p> <p>A recognised qualification in local government administration or willingness to study and obtain CILCA within 18 months of appointment</p>
<b>2. Work Experience</b>	<p>Experience of working on own initiative and as part of a team</p> <p>Experience of using manual/computerised accounting systems and Microsoft Office suite including Excel, Word, Outlook, Publisher etc</p> <p>Broad based experience of central administration functions</p> <p>Experience of supervising staff</p>	<p>Previous local government experience direct experience preferred</p> <p>Experience of agenda setting, taking minutes and managing a committee</p> <p>Experience of undertaking risk assessments</p> <p>Financial experience including budget setting, financial monitoring and control and audit compliance</p>

<p><b>3. Skills/knowledge and aptitude</b></p>	<p>Excellent written and oral communication skills, public speaking and presentational skills</p> <p>Excellent administrative and organisational skills including ability to organise own work, meet strict deadlines, set priorities and self motivate</p> <p>Excellent interpersonal skills including ability to motivate, train and develop others and foster good relationships with key partners</p> <p>Good analytical, investigative and problem-solving skills</p> <p>Good project management skills</p> <p>Ability to contribute to the strategic development of the Council</p> <p>Trustworthy with confidential information and honest</p>	<p>Knowledge of legal Health and Safety requirements</p> <p>Knowledge of Draethen, Waterloo &amp; Rudry and the surrounding area</p> <p>Website maintenance skills</p> <p>Welsh speakers preferred but not essential</p>
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<p style="text-align: center;"><b>4. Motivation</b></p>	<p>Keen to maintain good relationships with councillors, contractors and public</p> <p>Self reliant and self motivated, able to work calmly under pressure and on own initiative</p> <p>Enthusiastic about &amp; keen to work in the community and committed to community development</p>	<p>Willingness to undertake training and to act as the Council's representative</p>
<p style="text-align: center;"><b>5. Other</b></p>	<p>Able to attend one monthly evening council meeting and additional evening meetings if required</p>	<p>Car driver/owner</p>

*It is essential that when making an application, candidates specifically address the criteria set out in the person specification. This information will be used in deciding those to be shortlisted.*

## **JOB DESCRIPTION**

### **CLERK & RESPONSIBLE FINANCIAL OFFICER (P/T)**

**Hours per week:** 10 hours

**Salary:** NJC scale point 2

**Reporting to:** Full Council through the Chair of Council

#### **Duties: Governance**

- Ensuring that statutory and other provisions governing or affecting the running of the Community Council and its activities are observed.
- Acting as the Responsible Financial Officer for the Community Council and implementing the system of financial controls as required by the DWRCC Financial Regulations.
- Implementing a system of financial reporting, supported by an external accountant.
- Ensuring that the Community Council meets the statutory requirements for internal and external audit and the submission of the Annual Return.
- Ensuring that the Community Council's obligations for risk assessment are properly met and appropriate insurance is in place.

#### **Duties: Council Meetings**

- Preparing agendas for Full Council, in consultation with the relevant Chair; attending meetings as the official clerk with responsibility for the Minutes.
- Advising the Chair on the DWRCC Standing Orders and management of meetings.
- Ensuring that the Draft Minutes of Council meetings are made available to Members, usually within one week of the meeting and a Meeting Summary is published within seven working days of the meeting.

#### **Duties: Financial Management**

- Ensuring that all Council spending, follows the requirements of the DWRCC Financial Regulations.
- Maintaining the official Order Book, including a record of the required approvals for spending.
- Verifying all invoices received are correct and certifying the monthly payment schedule prior to approval by the Chair of Finance Committee.
- Confirming payroll payments with the external accountant, prior to approval by the Chair of Finance Committee.
- Submitting monthly returns to the Cardiff and VOG Pension Fund in relation to staff pensions.
- Managing major contracts for goods and services provided to the Council.

### **Duties: Council policies and decisions**

- Monitoring the implemented policies of the Community Council to ensure they are achieving the desired result and suggesting modifications where appropriate.
- Implementing the decisions made at Full Council meetings, including sending official correspondence on behalf of Council.
- Acting as a representative of the Community Council when required and as directed by the Chair of Council.

### **Duties: Other**

Receiving correspondence and documents on behalf of the Community Council; dealing with correspondence or documents, including bringing such items to the attention of the Community Council as appropriate.

- Receiving correspondence and documents on behalf of the Community Council; dealing with correspondence or documents, including bringing such items to the attention of the Community Council as appropriate.
- Maintaining all statutory information on the DWRCC website.
- Liaising with Members on press releases and other material about the activities, policies and decisions of the Community Council.
- Implementing the decisions made at Full Council meetings, including sending official correspondence on behalf of Council.
- Acting as a representative of the Community Council when required and as directed by the Chair of Council.
- Liaising with Caerphilly County Borough Council, Welsh Government, One Voice Wales as necessary.

- Attending training courses, seminars, etc. as required by the Community Council, within working hours.
- Any other reasonable tasks commensurate with the nature of the role.