

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

**Council:** Ponthir Community Council.

**County:** Torfaen.

**Salary:** NJC scale point 10 (£25,345) pro-rata.

Ponthir Community Council is looking to appoint a self-motivated and well-organised individual for the position of Clerk and Responsible Financial Officer.

This is a part-time post of 15 hours per week, working primarily from home, subject to the business needs of the Council and with 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 our website and social media up to date and acting as the Council's responsible financial officer, maintaining all financial records.

The successful candidate 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. These should be emailed to**  
[clerk@ponthircommunitycouncil.org.uk](mailto:clerk@ponthircommunitycouncil.org.uk)

**Further details can also be obtained by emailing the current Clerk.**

**Closing date for applications: 11<sup>th</sup> July 2025**

**Interviews to be held during the last two weeks of July.**

## 1. Education and Work Experience

### PERSON SPECIFICATION

<b>CLERK &amp; RESPONSIBLE FINANCIAL OFFICER (P/T) Essential</b>	<b>Preferred</b>
<p>Good general education: Grade C in Maths and English GCSE or equivalent Computer Literate</p> <p>Experience of working on own initiative and as part of a team Experience of using manual/computerised accounting systems and Microsoft Office suite including Excel, Word, Outlook, Publisher etc Broad based experience of central administration functions</p>	<p>A recognised qualification in local government administration or willingness to study and obtain CILCA within 18 months of appointment</p> <p>Experience of agenda setting, taking minutes and managing a committee. Financial experience including budget setting, financial monitoring and control and audit compliance</p>

## 2. Skills/knowledge and aptitude

<p>Excellent written and oral communication skills</p> <p>Excellent administrative and organisational skills include ability to organise your own work, meet strict deadlines, setting priorities and self-motivation</p> <p>Excellent interpersonal skills and foster good relationships with key stakeholders</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 honesty</p> <p>Website maintenance skills</p>	<p>Knowledge of Ponthir, Llanfrechfa and the surrounding area</p>
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### 3 Motivation and Commitment

<p>Keen to maintain good relationships with Councilors and the 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>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:** 15 hours

**Salary:** NJC scale point 10

**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 Ponthir CC Financial Regulations.
- Implementing a system of financial reporting, supported by an external auditor.
- 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 Chair; attending meetings as the official clerk with responsibility for the Minutes.
- Advising the Chair on Ponthir CC Standing Orders and management of meetings.
- Ensuring that the Draft Minutes of Council meetings are made available to Members within one week of the meeting and are published on the website and noticeboards within seven days of the meeting.

## Duties: Financial Management

- Ensuring that all Council spending follows the requirements of the Ponthir CC Financial Regulations.
- Verifying all invoices received are correct and certifying the three-month payment schedule prior to approval by 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 Council meetings, including sending official correspondence on behalf of the 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.
- Maintaining all statutory information on the Ponthir CC website and maintaining the Councils social media.
- Liaising with Members on press releases and other material about the activities, policies and decisions of the Community Council.
- Implementing the decisions made at Council meetings, including sending official correspondence on behalf of Council.
- Liaising with Torfaen 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.