

## **Job Description**

### **Clerk to Gwernyfed Community Council**

**Hours of Work:** 28 hours a month

**Responsible to:** Chair of Gwernyfed Community Council

**Working Relationships:** Has internal contact / direct working relationships with all community Councillors, and external contact / direct relationships with local government, local stakeholders, businesses and residents.

**Working Conditions:** Flexible working from home to a maximum of 28 hours per month, plus one evening meeting of Gwernyfed Community Council a month.

#### **Overall Responsibilities:**

The Clerk to Gwernyfed Community Council is:-

- **The Proper Officer of the Council**, and has a statutory duty to carry out all its functions, and in particular to serve or issue all notifications required by law of a local authority Proper Officer;
- Responsible for ensuring that the instructions of the Council are carried out;
- Advises the Council on, and assists in the formation of, overall policies in respect of the Council's activities, and produces all the information required for making and implementing effective decisions;
- Accountable to the Council for the effective management of all its resources, providing regular reports as required;

The Clerk acts as the representative of the Council as required, and is its **Responsible Financial Officer** and **Data Protection Officer**.

#### **Specific Responsibilities:**

1. Ensures that statutory and other provisions governing or affecting the performance of the Council are observed;
2. Attends all meetings of the Council, and committees and sub committees as required;
3. Receives and works upon correspondence and documents on behalf of the Council, and brings items for the attention of the Council. Issues correspondence on the instruction of the Council.
4. Issues notices and prepares, in consultation with appropriate members, agendas for meetings of the Council and its committees. Attends such meetings as required, and prepares minutes for approval. Contributes to the implementation of decisions agreed by the Council. Using her/ his initiative

and experience, advises on the practicality and likely outcomes of specific courses of action;

5. In collaboration with the Council's lead Council Member, maintains the Council's website;
6. Ensures the effective line management of employees as required;
7. Is responsible for all financial records of the Council, and the careful administration of its finances;
8. Ensures that the Council complies with the expectations laid out in the 'Finance & Governance Toolkit for Community and Town Councils', and, in particular:-
  - 8.1. In collaboration with the Council's lead Council Member, applies a system of financial management and control, in accordance with the financial standing orders;
  - 8.2. Monitors and balances the Council's accounts, and prepares records for audit purposes and VAT;
  - 8.3. Receives and reports on invoices for goods and services to be financed by the Council. Issues invoices on behalf of the Council for goods and services, and ensures payment is made and received;
9. Ensures that the Council's meets its obligations for risk assessment;
10. Monitors reports, data and implemented policies of the Council to ensure that they are achieving desired results. Suggests modifications as may be needed;
11. Prepares, in consultation with the Chair, press releases describing activities or decisions of the Council;
12. Promotes equality, diversity and human rights in all Council business, recognising the expectations of the Model Code of Conduct.
13. Attends training courses or seminars of relevance to the role of the Clerk, as required by the Council;
14. Continues to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council;
15. Undertakes other duties and tasks as may be required from time to time in fulfilment of the role of the Clerk.