

# Crynant Community Council



## **Crynant Community Council Clerk**

### **About Crynant**

Crynant is a semi-rural village in the Dulais Valley, in the County Borough of Neath Port Talbot. The village has a population of c2500 predominantly English is spoken as a first language. The current precept of the Council is £50,500. There is a registered charity - Crynant Community Association that supports the Community Council providing well being activities and community based events at a large community centre in the heart of Crynant. There is a traditional English medium school based in the village, Welsh medium education is provided further up the Dulais Valley in the village of Seven Sisters. Much more about the area's rich industrial and cultural histories can be found on our web site and the wider web itself.

### **Pay and Conditions**

Will be based on the National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004 (NALC,SLCC and adopted by One Voice Wales).The successful candidate will be able to join or continue with the Local Government Pension Scheme.

The Council has an arrangement with the Community Centre, Woodland Road, for dedicated office space for its clerk and responsible financial officer, but is also prepared to consider some degree of home working by the successful candidate.

The council has the benefit of a well established community centre in the heart of the village being developed and improved as a 'hub' for our village. The successful candidate would be required to set up 'walk in surgeries' at these centres with their local councillors in order to encourage more interaction and feedback on the council's work.

### **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 of the functions, and in particular, to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk is expected to advise the Council on, and assist in the formation of, 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.

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The Clerk will be required to monitor, assist and provide absence cover for the responsible Financial Officer ensuring all legislative and regulatory requirements relating to the Council's careful administration of its finances and financial records are met.

## **Specific Responsibilities.**

1. To ensure that the Council's Standing Orders and Financial Regulations, together with the member's Code of Conduct, statutory and other provisions governing or affecting the running of the Council are observed.
2. To prepare in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend all meetings and prepare minutes for approval.
3. To receive correspondence and documents on behalf of the Council and to deal with both or bring such items to the attention of the Council. To issue correspondence as a result of instructions.
4. To study reports and other relevant data sources for the Council and to initiate discussions with relevant bodies or individuals and thereafter produce reports for circulation and discussion by the Council.
5. To utilise initiative either through yourself or suggestions by Councillors to prepare proposals for consideration by the Council.
6. To support the Responsible Financial Officer (RFO) in respect of the aspect of the Council's financial management. The RFO has the responsibility to ensure the following requirements are met:
  - Monitor and balance the Council's accounts.
  - Prepare records for audit and VAT purposes.
  - Manage the annual budget for the Council and prepare financial statements, bank reconciliations and budget performance updates on regular intervals to the Council in line with the most recent guidelines.
  - Monitor and balance the Council's accounts and prepare records for audit and VAT purposes.
  - Ensure that the contracted internal Auditor is independent, competent and compliant with Wales Audit Office requirements
  - Receive, process for payment and report on invoices for goods and services. All in a timely way.
  - Issue invoices on behalf of the Council for goods and services in a timely way.
  - To keep under review the Council's financial and procurement regulations in order to secure best value in the purchases of goods and services.
  - At all times be alert to grant opportunities to support initiatives the Council may initiate from time to time.
  - To be responsible for the management of salaries and HMRC obligations.
  - To undertake the role of Treasurer of the Crynant Community Association.
7. To ensure the Council's statutory responsibilities for the proper management of all Health & Safety matters are met and regularly reviewed.
8. To supervise any other members of staff in line with Council adopted policies.

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9. Monitor the implemented policies of the Council and to periodically report on their effectiveness and where appropriate suggest modifications.
10. Attend relevant training courses (particularly those leading to the SLCC certificate in Local Council Administration) seminars and conferences.
11. To be an effective communicator of the Council's responsibilities through all media means (spoken word, website, social media, press releases, etc)
12. To act as the representative of the Council as and when required by the Council.
13. To undertake the function of Secretary to the Crynant Community Association.
14. Any other task as required.