



Candidate Information Pack and Clerks Duties and Responsibilities:

Community Council Clerk and Responsible Financial Officer



COMMUNITY COUNCIL CLERK AND RESPONSIBLE FINANCIAL OFFICER

**Salary Scale Scp.13 to Scp.17 (£24,948 to £26,845) Pro rata
Average of 11 hrs per week (37 hrs full time equivalent)**

Due to the retirement of the current clerk, Valley Community Council are seeking to appoint an energetic and enthusiastic person to the above post. Valley is a large village in the northern half of Anglesey with a population of approx. 2500. The Council is seeking to appoint an innovative Clerk and Responsible Financial Officer (RFO), with suitable experience, to take responsibility for all aspects of the management, functions and responsibilities of the Council.

There are 13 members of the Valley Community Council who meet in the Valley Community School (Ysgol Y Fali) on the third Wednesday of each month (except August) at 7pm. These are public meetings which electors are entitled to attend and hear the council's business. The monthly meeting is also available on line through the media of Zoom.

The Community Council has its own website which the Clerk is required to keep up to date. This includes uploading agenda and minutes of council meetings.

It is essential the candidate has the ability to communicate effectively through the medium of Welsh. Meetings are held bilingually with translation facilities and correspondence including meeting minutes are bilingual. A knowledge of local government legislation and procedures would be an advantage.

The candidate should be proficient in Microsoft applications including Word and Excel (financial spreadsheets).

The closing date for the receipt of applications is 12 noon, Wednesday 15 February 2023

Interviews will be held on **21 February 2023**.
For an informal discussion contact the clerk Gwenda Owen
Email valleycommunitycouncil@gmail.com

JOB DESCRIPTION and ROLES/RESPONSIBILITIES

Job Detail: **Community Council Clerk and Responsible Financial Officer**

Accountable to: **The Council as the corporate body.**

Reportable to: **The Chairman will act as immediate line manager**

Overall Responsibilities and Purpose of the Role

The Clerk & Responsible Financial Officer (RFO) to the Council will be the Proper Officer of the Community 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 & Finance Officer will be totally responsible for ensuring that the instructions of the Community Council in connection with its function as a Local Authority are carried out. The Clerk & Finance Officer is expected to advise the Community 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 Community Council for the effective management of all its resources and will report to them as and when required. The Clerk also acts as the Responsible Financial Officer and is responsible for all financial records of the Council and the careful administration of its finances.

Key Duties and Responsibilities

NOTE: The Clerk/RFO is accountable for ensuring that all of these duties and responsibilities are fulfilled and will carry them out either personally or supervise other employees who have them included in their job description. (Note: Although the Council currently only applies the Clerk/RFO the job description is drafted to cover any future possible change in the staff establishment of the Council).

1. Governance and Administration

- a) To act as the Proper Officer of the Council in ensuring that legal, statutory and other provisions governing or affecting the Council are assured.
- b) To prepare, in consultation with designated members, agendas for meetings of the Council and its Committees and to attend such meetings and arrange for minutes to be prepared for approval.
- c) To maintain the register of member's interests.
- d) To receive correspondence and documents on behalf of the Council and to deal with correspondence and documents received and bring appropriate matters to the attention of the Council.
- e) To execute the decisions of the Council in the manner deemed to be most effective and appropriate.
- f) To monitor the implemented policies of the Council to ensure they are achieving the desired outcome and where appropriate to report to the Council on any proposed changes that may be considered necessary.
- g) To prepare reports, discussion papers or other documents for presentation at meetings of the Council and its Committees including the provision of options and choices on policy and service matters.

- h) To be responsible for ensuring that all administration arrangements are in place in connection with meetings.
- i) To prepare agendas for meetings of the Community Council, and Sub-Committees bilingually. Promulgating those minutes to council members, placing a copy on the councils notice board and uploading a copy to the council's website.
- j) To take such action as is required by resolutions, recommendations and instructions of those meetings in accordance with the Council's Standing Orders and Financial Regulations.
- k) To assist the Council in the development and updating of key policies and procedures e.g. standing orders.
- l) To establish and maintain effective paper and electronic filing systems to record the business of the Council in a recoverable format.
- m) To maintain an awareness of all existing and emerging legislation and to keep the Council aware of any new obligations to be considered.
- n) To attend meetings of the Community Council, and sub-committees.

2. Strategic Development

- a) To advise the Council on the strategic development of its business and implement the Council's policies and plans and ensure they are reviewed at agreed intervals.
- b) To oversee the development of any new community facilities and the management of the existing facilities in the community in line with the Council's policies.
- c) To develop and sustain new and existing partnership arrangements as necessary to achieve the Council's corporate goals including the delivery of current and future partnership agreements.
- d) To maximise income from partnerships, external funding and sponsorship.
- e) To represent the Council on external bodies as determined by the Council.

3. Financial Governance and Accountability

Under Section 151 of the Local Government Act 1972 fulfil the role of the Council's designated Responsible Financial Officer as follows:-

- a) To monitor and effectively manage the Council's finances in accordance with its financial regulations and advise the Council on a financial strategy that will meet its finance and policy objectives and ensure that the accounts are maintained in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and Governance and Accountability for Local Councils in Wales – Practitioners Guide (2019 edition)
- b) To administer the clerks payroll including PAYE, NI and pension arrangements and to ensure that expenses (including those claimed by members), petty cash, sickness, annual holiday and TOIL are managed in accordance with Council's policies. To maintain a payroll for reimbursing councilors allowances.
- c) To prepare a detailed annual budget and precept assessment for the Council's approval having ensured that all appropriate Committees have had the opportunity to engage with the process. To maintain accurate accounts of the council's expenditure. To annually, reconcile the accounts for presentation to our auditor for annual inspection. **Note:** *In December/January of each year the level of council expenditure and predicted expenditure for the coming year is decided and the precept set. It is the duty of the clerk as the responsible finance officer to present the financial statement to the Finance sub-committee and full council in order the precept is set.*

- d) To prepare forward looking budget assessments in support of the Council's business planning needs.
- e) To make appropriate banking arrangements with our Bankers HSBC.
- f) To maintain the cash book and ensure that all supporting documentation is maintained to provide the required audit trail.
- g) To ensure that all payments made to the Council are properly recorded and that income is banked on a regular basis.
- h) To manage the Council's bank accounts in order to achieve an effective cash flow and to manage the Council's investments in accordance with the approved Investment Strategy.
- i) To ensure that the accountancy system is effectively administered and that finances are administered within the approved budget.
- j) To supervise the work of any other staff involved in the accounting processes of the Council.
- k) To ensure that appropriate arrangements are in place for internal audit and that an engagement letter has been issued to the appointed individual/company.
- l) To liaise with the Internal Auditor and External Auditor in relation to the financial affairs of the Council.
- m) To ensure that schedules for payment are presented to the Council or a designated Committee for approval.
- n) To provide accurate financial information, reports, advice, monitoring information and forecasts to assist the Council in making effective decisions.
- o) To ensure that where appropriate, invoices for payment are attached to cheques presented to two authorised signatories.
- p) To administer the Council's loans, leasing and such other capital financing arrangements as may be required.
- q) To ensure that the Council's obligations to insure are properly met.
- r) To monitor and facilitate the council's grass and path cutting/maintenance contract.
- s) To correspond with the councils' solicitors Messrs H Jenkins and Hughes Holyhead as necessary.
- t) To present planning applications from the Local Authority to council members via email when received and include them on the agenda for the councils next meeting.

4. Information Management and Information Technology

- a) To ensure that the Council has appropriate policies in place in order to satisfy the requirements of the Data Protection Act 1998 and the Freedom of Information Act 2000 and associated requirements of the Information Commissioner.
- b) To ensure that all files and records are maintained in an effective manner and that the Council's policy on retention of documents is fully complied with.
- c) To ensure that effective and efficient arrangements are in place to deal with the security of information and data and that a business recovery plan is in place.

5. Estates and Facilities Management

- a) To have overall responsibility for the management, development and maintenance of land and buildings forming part of the Council's estate to include the community park (Parc Mwd) and pavilion, play area, bus shelters, community benches, community green and the community clock.

- b) To be responsible for the administration of processes relating to the cemetery. The public cemetery at Ynys Wen on the outskirts of the village is owned by Council and it is the responsibility of the council to maintain it. The recording of burials and retention of necessary death notifications is an essential part of the clerks duties and liaising with the undertaker.
- c) To identify and report to the Council opportunities for the purchase or disposal of land and buildings as required.
- d) To liaise with Isle of Anglesey County Council in relation to opportunities for community asset transfers or devolution of services for consideration by the Council.
- e) To administer the arrangement with the County Council relating to the provision of free community parking (village car park).
- f) To be responsible for the management of all land and property interests including the safe custody in a secure and accessible manner all deeds, plans, records and other relevant documents.
- g) To arrange for the management and administration of bookings for community facilities under the ownership or control of the Council.
- h) To liaise with relevant professionals appointed by the Council to support all aspects of estates and facilities management.
- i) To present planning applications from the Local Authority to council members via email when received and include them on the agenda for the next available council meeting.

6. Communications

- a) To arrange for the preparation of press releases, newsletters and other publicity documentation.
- b) To create marketing campaigns as required by the Council involving new innovative ways of communicating key messages to stakeholders.
- c) Where appropriate, to meet with members of the public and organisations to discuss community issues, answer questions and respond to complaints.
- d) To oversee the implementation of all events (including civic events and community engagement initiatives) approved by the Council ensuring that they are delivered within budget and within the agreed timescales.
- e) To attend civic events in an official capacity and to act as a representative of the Council at external events and meetings as required.
- f) To manage and maintain the Council's website in an innovative way.
- g) To maintain the councils website, by ensuring that it is up to date with relevant information in line with legislation.

7. Health and Safety

- a) To ensure that the Council's statutory obligations for the effective management of health and safety are met and that the health and safety policy and supporting processes and procedures are reviewed at appropriate intervals.
- b) To ensure that risk assessments are prepared and reviewed in relation to all services, premises and events.
- c) To take care of your own health and safety and ensure through training and guidance that employees are aware of their responsibilities in relation to the roles they perform.

8. Project Management

- a) To research projects for consideration by the Council as may be required, including feasibility, funding, and future management and resourcing and once approved to manage projects ensuring adherence to project plans, budgets and deliverables.

9. Equality and Diversity

- a) To support the Council in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of its work.
- b) To ensure that all employees are fully aware of the Council's commitment to and obligations arising from equality legislation.
- c) To work with the Council to ensure that the requirements of the Welsh Language Act are reflected in all aspects of service delivery and that when published, the standards to be produced by the Welsh Language Commissioner are fully implemented as appropriate.
- d) To arrange for the production of designated documents in both Welsh and English.

10. Personal Development

- a) To be responsible for own professional development

11. Other

To undertake other duties from time to time which are commensurate with the level and grading of the post.

12. Council and Sub Committee Meetings

The Community Council meets monthly throughout the year except for August. In addition, there are three sub-committees that the clerk arranges, attends and compiles the agenda and minutes. These are:

- Finance committee which meets up to 4 times per year
- Parc Committee which meets up to 3 times per year
- Cemetery Committee which meets 2 times per year

PERSONAL SPECIFICATION

KNOWLEDGE AND SKILLS

- It is essential the candidate has the ability to communicate effectively through the medium of Welsh both orally and in writing. Meetings are held in Welsh and correspondence including meeting minutes is bilingual.
- A knowledge of local government legislation and procedures would be an advantage.
- It is essential the candidate is proficient in Microsoft applications including Word and Excel.
- A knowledge of financial planning and management would be an advantage.
- Demonstrable skills and experience to clearly impart information with the flexibility to adapt to different audiences through a range of means including written and in person.
- To be computer literate.
- To have an appreciation of Welsh Culture in the area.

Other Personal Skills

- Self-motivated.
- Excellent organisational skills.
- Flexibility for evening and occasional weekend working.
- Car driver and owner.
- Ability to work unsupervised.



PRIVACY NOTE FOR JOB APPLICANTS

WHAT IS THE PURPOSE OF THIS DOCUMENT?

We are committed to protecting the privacy and security of your personal information. This privacy note describes how we collect and use personal information about you during the job application process with Valley Community Council, in accordance with the General Data Protection Regulations (GDPR). Valley Community Council is the data manager for the information you provide during the recruitment process unless otherwise stated. This means that we are responsible for determining how we retain and use personal information about you. Please contact Valley Community Council if you have any queries regarding the process. It is important that you read this note so that you are aware of how and why we use such information.

PRINCIPLES OF DATA PROTECTION

We will comply with data protection law. This means that the personal information about you in our possession must be handled according to the following rules:

1. The information is used lawfully, fairly and in a transparent way.
2. The information is collected only for valid purposes that will have been clearly explained to you.
3. The information collected will be relevant to the purposes we have told you about and limited to those purposes only.
4. It is ensured that the information is accurate and up to date.
5. Saved while we just need it.
6. Safely preserved.

THE KIND OF INFORMATION WE KEEP

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the person's identity has been deleted (anonymised data). They don't require more information than what's needed to complete the process, and we won't keep it longer than it's needed.

The information we are asking for will be used to assess your suitability for employment. You don't have to provide all the information we're asking for, but our ability to process your request may be affected if you don't.

We will collect, store and use the following categories of personal information about you during the process:

- your name, address, contact details include phone number and email address

- details of education, qualifications, skills, experience and career/employment history
- information regarding current salary level, including benefits
- if you have a disability or not where the business would need to make reasonable adjustments during the recruitment process
- details of any criminal sentence, including alleged offences awaiting sentencing.
- information regarding your right to work in the United Kingdom

We will also ask for information to monitor equality and diversity including ethnicity, sexuality, disabilities, religion or belief. This information is not essential, and would not invalidate your request if you do not provide it.

HOW WILL THE INFORMATION BE COLLECTED?

We collect personal information from applicants or employment agencies through application forms, CVs, passport, or other identification documents, or through the interview and assessment process.

We may collect additional information from a third party including other types of assessment, references, former employers, credit check agencies or other background check agencies.

We will not request additional information from a third party before making a conditional offer of a position.

WHERE IS THE INFORMATION KEPT?

The information you will provide will be kept safe whether in paper form or electronics on our information systems containing emails.

HOW DO WE USE INFORMATION ABOUT YOU?

All the information you will provide during the process will be used solely for processing your application, or to fulfill legal or regulatory requirements.

We will process your information for a variety of reasons including to contact you, and if applicable, before we enter into an agreement with you.

In some cases, the Community Council will need to process information to ensure that we comply with legal obligations or our practical implications in connection with an employment. For example, we are required to check the rights of a successful applicant to work in the United Kingdom before entering employment.

The Community Council has a legitimate interest to process personal information during the recruitment and record-keeping process. Processing information from job applicants allows us to manage the recruitment process, assess and confirm an applicant's suitability for employment and to decide who to offer a job. They may also need to process information from job applicants to respond to, and to defend us against legal claims.

We can use information about whether applicants have disabilities or not to make reasonable adjustments for applicants with a disability. This is to fulfil our obligations and exercise certain rights in relation to employment.

We will not share your information with a third party for marketing uses.

WHO HAS ACCESS TO THE INFORMATION ABOUT YOU?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the personnel panel involved in the recruitment process as panel members, and information systems teams if access to the information is necessary for their duties.

We will not share your information with a third party, unless your application for employment is successful and we make you a job offer. We will then share your information with your centers for a reference about you, and if applicable employment background check providers to obtain necessary background checks and disclosure and exclusion service to obtain necessary criminal record checks where appropriate. We require an external service provider to respect the security of data and handle it in accordance with the law.

We may transfer your personal information outside the European Union. If we do that, you can expect a similar level of protection when it comes to your personal information.

HOW WILL WE PROTECT INFORMATION ABOUT YOU?

We take the security of your information very seriously. We have internal policies and procedures in place to ensure that your information is not lost, accidentally destroyed, misused or disclosed. Access to your information is restricted to appropriate officers to enable them to carry out their duties.

HOW LONG WILL WE KEEP INFORMATION ABOUT YOU?

If your application for employment is unsuccessful, we will keep your information on file for a period of 6 months following the end of the relevant recruitment process. If you agree to allow us to keep your personal information on file to consider for future employment opportunities, we will keep it for an additional 6 months (12 months total). At the end of that period, or once you withdraw your consent, the information about you will be destroyed.

If your employment application is successful, we will transfer the information collected about you during the recruitment process to your personnel data file and it will be retained over the course of your employment. We will inform you of the periods we will keep information about you in a new privacy note for employee, employee and contractor.

YOUR RIGHTS

You have a number of rights as an individual involved and the information we hold about you under the European Union's General Data Protection Regulation (GDPR). You can:

- find out what information is held about you
- obtain a copy of your information, upon request ;
- ask us to correct incorrect or incomplete information about you
- ask us to delete or stop processing information about you, for example when the information is not needed for the purpose of the processes
- object to the processing of your information when we rely on our legitimate interest as a legal basis for processing it
- ask us to suspend data processing for a period of time if the data is incorrect or there is a dispute about if your interests then the organisation's valid basis for processing the data and not
- to the portability (portability) of data (moving information from one company to another)
- oppose automated decisions

If you have any questions about the privacy note, please contact Valley Community Council

WHAT IF YOU DON'T PROVIDE PERSONAL DATA?

You are under no statutory or contractual obligation to provide data during the recruitment process. However, if you do not provide the information, we may not be able to process your application correctly or at all. If your application is successful, any offer will be subject to your ability to provide evidence of your right to work in the UK and satisfactory references.

You are under no obligation to provide information for equal opportunity monitoring and there is no impact on your application if you choose not to provide such information.



JOB APPLICATION FORM

Vacancy Details			
The position applied for:			
Where did you see this post advertised?			
Personal Details			
Title (e.g. Mr, Mrs, Miss, Dr, Professor):			
Surname:			
First names:			
Address:			
Post code:			
Email:			
Home Phone Number:		Mobile Number:	
Current and full Driving Licence:		Car use:	
Please indicate any special arrangements that would be required if you are invited to an interview:			
Qualifications			
Please provide details of your qualifications (academic / professional) relevant to your application.			

Name of School/ College/University	Qualifications gained (includes the degree if applicable)	Date received

Training and Development			
List the names of training and development courses you have attended.			
Training / Development Course Name			Date of Admission
Latest Post			
Name and address of employer:			
Job Title:		Date of appointment to office:	
Current Salary: £			
From: (month/year)		To: (month/year)	

A brief description of the duties and responsibilities:

Jobs / Previous Work Experience

Summarise previous jobs/ work experience

From / to (month/year)	Name and address of employer	Position and main duties

Relevant Skills, Experience and Additional Knowledge

Read the job description and the person's specification for the job. Using the headings and descriptions provided, indicate why you consider yourself suitable for the job. Feel free to continue on an additional page.

--

Language Skills

I can:	Understand	Speak	Read	Write
Welsh	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Note)				

Referees

Please state the name and address of 2 referees, including your current / most recent employer: If you have not worked before, or have recently left full-time education, please provide details of someone who can offer a character reference about you e.g. tutor / teacher. References from relatives will not be accepted.

1ST REFEREE

Name:	
Address:	
Phone:	
Email:	
Referee's job:	

2ND CENTER

Name:	
Address:	
Phone:	

Email:	
Referee's job:	
Crime Disclosure	
You will be asked to disclose details of any criminal sentence you may have, including alleged offences awaiting sentencing. However, you are not obligated to disclose any crime that is spent. In relation to jobs involving children, the elderly and disabled people, the law does not recognise that any offence has been 'spent'.	
Crime Details:	

I confirm that the information presented in this form is correct, to the best of my knowledge.

Signature:	Date:
------------	-------

The application form should be returned to :

**Y Clerc Cyngor Cymuned y Fali
Gwenda Owen
Trigfa
Four Mile Bridge
Holyhead
Anglesey
LL65 2EZ**

**E-Mail: valleycommunitycouncil@gmail.com
If returning via Email please put Clerks Role in the subject title**