

Candidate Information Pack and Clerks Duties and Responsibilities:

**Community Council Clerk and Responsible Financial Officer**



## COMMUNITY COUNCIL CLERK AND RESPONSIBLE FINANCIAL OFFICER

**NJC Pay Scale SCP 17 to 19 £30,060 to £31,067 (pro rata), for 15 hours per week,**

**which is £12,186 to £12,595 per annum**

Valley Community Council is looking to appoint a self-motivated and well organised individual to the post of Clerk and Responsible Financial Officer. Salary is as indicated above with the pro rata rate of 99 hours Annual Leave which is equivalent to 13.5 days.

The post holder will have suitable experience, to take responsibility for all aspects of the management, functions and responsibilities of the Council. Subject to the business needs of the Council, you will work primarily from home, but you will be required to attend all Council meetings. The main duties of the post include:

* Preparing agendas
* Taking minutes
* Dealing with correspondence
* Actioning the Council's decisions
* Updating certain sections of the Council's website
* Being the Responsible Financial Officer, maintaining all financial records.

The ability to speak Welsh is essential. 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).

Valley is a village on the West coast of Anglesey with a population of approx. 2500. The Community Council has 13 members. More information is available on the council website [www.valley-community-council.wales](http://www.valley-community-council.wales).

**The closing date for applications is 12 noon, 31 August 2025**

Interviews will be held on: date to be arranged**.**

For an informal discussion contact the clerk Rhianwen Sheldon

Email valleycommunitycouncil@gmail.com



**Community Council Clerk and Responsible Financial Officer**

**Job Description**

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| **POST TITLE** | Community Council Clerk and Responsible Financial Officer (RFO) |
| **HOURS** | 15 hours per week |
| **SALARY** | SCP 17 - 19 £30,060 to £31,067 (Pro rata), dependent on experience. |
| **ANNUAL LEAVE ENTITLEMENT** | 23 Days & 8 Bank Holidays plus 2 Statutory Days (Pro rata) |
| **ACCOUNTABLE TO** | Full Council, through the Chairperson |
| **LOCATION** | Working from home with council meetings held at Valley Community School or Shorney Pavilion Parc Mwd, Valley |
| **JOB ROLE**The Clerk of the Community Council will be solely responsible for the administration of the Council's business. The range of responsibilities include: * Act as a Proper Officer and Responsible Financial Officer for Valley Community Council
* Ensure effective governance of the Council
* Fulfil the administration of the Council and Committee meetings
* Liaise with other public and private bodies
* Manage the Council's IT systems and website
* Actively manage the Council's land and property assets
* Manage and deliver the objectives of the Community Council
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| **GOVERNANCE** |
| Ensuring that statutory and other provisions governing or affecting the running of the Community Council (from herein 'the Council)and its activities are observed. |
| Acting as the Responsible Financial Officer for the Council and implementing the system of financial controls as required by the Council's financial regulations. |
| Implementing a system of financial reporting, supported by an external accountant. Ensuring that the Council meets the statutory requirements for internal and external audit and the submission of the Annual Return. |
| Ensuring that the Council's obligations for risk assessment are properly met and appropriate insurance is in place. |
| Ensure that the Standing Orders, Financial Regulations, Code of Conduct and Data Protection policy are reviewed at least annually or when the law changes, and that other policies are reviewed and implemented as appropriate.  |
| **COUNCIL MEETINGS** |
| Managing Community Council, Committee and Community meetings. The Community Council meets monthly throughout the year except for August. In addition, there are three sub-committees as detailed below:1. Finance & Personnel committee which meets up to 4 times per year2. Parks Committee which meets up to 3 times per year3. Ynys Wen Cemetery Committee which meets 2 times per year |
|  Attend all meetings of the full council, prepare reports discussion papers and agendas for meetings, take formal minutes of the meeting. Ensure that all actions from the meeting are taken promptly and  distribute minutes of meetings within 7 days afterwards. |
|  Arrange for the production of designated documents in both Welsh and English. |
|  **FINANCIAL MANAGEMENT** |
|  Ensure that all Council spending follows the requirements of the Council's financial regulations. |
|  Manage and record receipts and payments accurately in the cashbook, ensuring prompt payment. |
|  Present budget monitoring reports as required, to include bank reconciliations and annual budget  and precept assessment to the Council highlighting any variances. |
|  Maintain accurate VAT records and quarterly claims |
|  Manage banking arrangements, cash flow, investments and bank transfers. |
|  Manage contracts for goods and services. |
|  Research and bring forward opportunities to apply for grants to support Council aspirations |
|  Staff Management (Note: Although the Council currently only employs the Clerk/RFO the job  description is drafted to cover any future possible change in the staff establishment of the Council). |
|  Maintain payroll system, ensuring prompt and proper payment of deductions for income tax,  national insurance and pension contributions and ensure that any legislative changes or statutory  requirements are implemented promptly. |
|  **OTHER**  |
| Establish and maintain effective paper and electronic filing systems to record the business of the Community Council in a recoverable format |
| Maintain records of staff hours, leave etc. for approval of the Finance & Personnel Committee. |
| Receive and deal with correspondence and documents on behalf of the Council; including bringing such items to the attention of the Council as appropriate. |
| Liaise with Public and Private sector bodies as necessary. |
| Acting as a representative of the Council when required and as directed by the Chair of Council. |
| Attending training courses, seminars, etc. as required by the Community Council, within working hours. |
| Be able to give objective, unbiased advice to councillors and to maintain professional detachment from the views of councillors and the community. |
| Any other reasonable tasks commensurate with the nature of the role. |
| **STATEMENT****This job description will be agreed between the jobholder and the Community Council to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.**Post holder: …………………………………………………………. Dated: …………………….. (Clerk & Responsible Financial Officer): Chairman of Council: Dated: …………………………On behalf of Valley Community Council |

**CLERK & RESPONSIBLE FINANCIAL OFFICER - PERSON SPECIFICATION**

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| **EDUCATION** |
| **ESSENTIAL** | 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. |
| Good general education: Maths and English GCSE or equivalent. |
| Computer Literate. |
| **DESIRABLE** | Educated to degree or HND level or equivalent professional qualification in a related subject. |
| A recognised qualification in local Government administration or willingness to study and obtain CILCA within 18 months of appointment. |
| **WORK EXPERIENCE** |
| **ESSENTIAL** | Experience of office and financial administration |
| 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, Powerpoint etc. |
| **DESIRABLE** | Previous local government direct experience preferred. |
| Experience of agenda setting, taking minutes and managing a committee. |
| Experience of undertaking risk assessments. |
| Financial experience including budget setting, financial monitoring and control and audit compliance. |
| **SKILLS, KNOWLEDGE AND APTITUDE** |
| **ESSENTIAL** | Ability to work unsupervised and use own initiative and work as part of a team |
| Excellent administrative and organisational skills, including ability to organise own work, meet strict deadlines, set priorities . |
| Excellent interpersonal skills including ability to motivate, train and develop others and foster good relationships with key partners. |
| Good analytical, investigative and problem- solving skills. |
| Trustworthy with confidential information and honest. |
| **DESIRABLE** | Knowledge of legal Health and Safety requirements. |
| Knowledge of Valley and the surrounding area. |
| Website development and administration |
| **MOTIVATION** |
| **ESSENTIAL** | Keen to maintain good relationships with Councillors, contractors and public. |
| Enthusiastic about & keen to work in the community and committed to communitydevelopment. |
| Able to attend one monthly evening council meeting and additional evening meetings if required |
| **DESIRABLE** | Willingness to undertake training and to act as the Council's representative. |

When making an application, candidates are required to specifically address the criteria set out in the person specification. This information will be used in deciding those to be shortlisted.

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# 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.

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**JOB APPLICATION FORM - CONFIDENTIAL**

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| **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** |
|  |  |  |

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| **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 | [ ]  | [ ]  | [ ]  | [ ]  |
| English | [ ]  | [ ]  | [ ]  | [ ]  |
| 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:

**Clerk to Valley Community Council**

**Rhianwen Sheldon**

**27 Alltwen,**

**Llysfaen,
 Colwyn Bay**

**LL29 8PG**

**E-Mail: valleycommunitycouncil@gmail.com**

**If returning via Email please put ‘Clerk/RFO Application’ in the subject title**