



## **JOB DESCRIPTION**

**Post Title:** Clerk to Llangunnor Community Council – Part Time 50 hours/month

**Grade:** National Salary Scale for Council Clerks LC2 (Points 24 - 28), £28,672 - £32,234 (Pro Rata). Successful applicant will be placed on salary point equivalent to experience. The Council pays an allowance for working from home (currently £100/month, and an IT allowance of £40/month).

**Holidays:** Initial annual leave entitlement of 25 days (increasing after 5 years) – pro-rata, plus all public holidays.

**Probation Period:** Six months from date of appointment.

**Period of Notice:** Three calendar months by either employer or employee.

**Location:** Working from Home – Meetings Held in Yr Aelwyd, Llangunnor, currently meetings held on Zoom.

**Accountable to:** Members of Llangunnor Community Council

**Essential Requirement:** Ability to communicate in Welsh and English, including some minor translation work.

### **Main Job Purpose:**

- To act as the Clerk for Llangunnor Community Council.
- To be responsible for all the administrative matters of Council.
- To provide information, and advice, to enable the Council to formulate overall policy.
- To provide Council and all Committees with all information to allow effective decisions.
- To ensure that all decisions taken by Council are implemented.
- To ensure that the legal, statutory and other provisions governing or affecting the running of Council are observed.
- To monitor Council's policies to ensure that satisfactory outcomes are achieved.

- To ensure that formal notices for agendas for meetings are prepared and issued in accordance with requirements.
- To attend meetings of Council and its committees and ensure that minutes are prepared and approved.
- To represent Council on outside bodies as appropriate.
- To promote good relationships with outside bodies.
- To keep Council Webpage updated; and be confident in the use face-book.

**Management of Resources:**

- To act as the Council's Responsible Financial Officer (RFO) having overall responsibility for all financial matters.
- To ensure the effective management of Council's resources in accordance with legislation.
- To ensure that the day-to-day management of all administrative requirements.

**Other Requirements:**

- The post holder will also be required to work out of hours on a regular basis to suit Council's administration – the majority of Council / Committee meetings are held in the evening.
- To be prepared to operate on a flexible basis when required.
- To carry out other appropriate duties as required.
- To attend appropriate training courses.
- To keep abreast of developments within the sector.

**Principal Accountabilities:**

- To ensure and assist in the preparation of annual budgets and monitor all financial matters.
- To ensure that all Health & Safety statutory requirements are adhered to.
- To update Council's Webpage and make postings on face-book (it is the intention of Council to use face-book as a noticeboard).
- To be prepared to operate on a flexible basis when required.

**PERSON SPECIFICATION - Post Title: Clerk of Llangunnor Community Council.**

<b>Qualifications / Vocational Training / Competencies</b>	Essential	Desirable	Method of Assessment
Certificate in Local Government Administration (CiLCA) or equivalent.		Yes	Certificate
Management or other relevant professional qualification		Yes	Certificate
Evidence of recent management training/experience		Yes	Application Form
Experience in IT Systems Word / Excel	Yes		Application Form / Interview
Ability to manage Council's Webpage and place face-book postings.	Yes		Interview

<b>Knowledge</b>	Essential	Desirable	Method of Assessment
Knowledge of LG / WAG Processes and methods	Yes		Application form / Interview
Awareness of Financial Matters, including control of budgets	Yes		Application form / Interview
Awareness of Local Government	Yes		Interview

Financial Procedure			
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<b>Personal Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Good communication, organisational and administrative skills.	Yes		References / Interview
Good management and interpersonal skills	Yes		References / Interview
Ability to work alone	Yes		References / Interview
Ability to communicate in the medium of Welsh and English	Yes		Application Form / References / Interview.

**Closing Date: Noon January 22<sup>nd</sup> January 2021. Interview Date – February 11<sup>th</sup> 2021 at 6.30p.m. in St Peters Civic Hall, Carmarthen (Social Distancing will be observed).**