

NERCWYS COMMUNITY COUNCIL

Vacancy for Clerk & Responsible Financial Officer

Nercwys Community Council is looking to appoint a Clerk/RFO to administer the work and finances of the council. The Clerk will be the Proper Officer and Responsible Financial Officer in executing all legal, financial and administrative requirements.

Holding a responsible public position, the Clerk will deal with all council affairs and act as a representative of the council. Excellent literacy, numeracy, organisational and IT skills are essential.

The ideal applicant will be able to demonstrate previous administrative and financial experience, preferably in a local government role. They will be required to attend the monthly evening meeting of the council, held the last Wednesday of every month except for August and December. They should be confident in working from home as an individual as well as part of a team.

Excellent verbal, written and interpersonal skills are essential as is a knowledge of local government procedures.

Salary will be in line with NALC scales, six hours a week, depending on experience and qualifications.

Prior experience of working as a Town or Community Council Clerk is preferable, but not essential, as formal training sessions will be offered. The Clerk will be expected to undertake ILCA/CiLCA qualifications if not already held.

To apply, please submit a CV with a covering letter containing two referees to slyth.nccclerk@gmail.com Any questions about the role can be sent to the email address or call 07908925047.

The closing date for applications is Friday 14th June 2024 with the successful candidate taking up post in September, subject to references.

JOB SPECIFICATION FOR CLERK TO NERCWYS COMMUNITY COUNCIL

The Clerk will be the Proper Officer with a statutory duty to carry out all functions required by law of a community council. The Clerk will have total responsibility for ensuring that all the instructions of the council are carried out. The Clerk will be expected to inform and advise members in the formation of overall policies and produce information to make and implement effective decisions. The person appointed will be accountable to the council for the effective management of resources, budget setting and monitoring. The Clerk will be the RFO and responsible for keeping all financial records and accounts by careful financial planning.

1. Attend ten monthly evening meetings per year, last Wednesday of each month, from 7pm. (Approx 1.5hrs)
2. Construct agendas and record minutes of each meeting.
3. Implement decisions made and attend to any subsequent correspondence arising from the meeting.
4. Ensuring all agendas and minutes are circulated and displayed on noticeboards, physical and virtual, before and after meetings.
5. Deal with all correspondence by post, email and text, bringing any urgent matters to the Chair's attention between meetings.
6. Respond to members of the public's questions, concerns and complaints within the remit of the council.
7. As RFO, to be responsible for all income, expenditure, precept setting and accounts. To complete required information annually for internal and external audits.
8. Responsibility for access to, and maintenance of the council's website, nercwyscommunitycouncil.co.uk.