

## ***BLACKWOOD TOWN COUNCIL***

### ***JOB DESCRIPTION AND EMPLOYEE SPECIFICATION***

<b><i>Job Title</i></b>	<b><i>Assistant Clerk/ Responsible Financial Officer</i></b>
<b><i>Salary</i></b>	Grade LC2 (18-23) £29,269 - £32,076 per annum pro rata
<b><i>Hours</i></b>	20 hours per week

#### ***Working Pattern***

Working hours to be agreed with the successful candidate but there will be requirement for regular daytime work some evening meetings and with occasional weekends supporting community events which requires flexibility on the part of the post holder.

#### ***Purpose of the Role***

The Assistant Clerk/ RFO will support the Proper Officer of the Council in carrying out his/her statutory responsibility to carry out all of its functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Assistant Clerk/ RFO will support the Clerk/RFO in ensuring that the instructions of the Town Council in connection with its function as a local authority are carried out. In the absence of the Clerk/RFO, the Assistant will be expected to cover all elements of the Clerk/RFO's role as required to ensure that the day-to-day administration of the Council's affairs are fully complied with. The Assistant will also undertake a range of administrative tasks in support of the efficient running of the business of the Council

#### ***Key Duties and Responsibilities***

##### ***1. Governance and Administration***

- a) To act as the Mayor's Secretary and oversee the civic events programme.
- b) To deputise for the Town Clerk/RFO in matters relating to the overall administration of the Council's affairs.
- c) To ensure that the Council's policies and procedures are carried out in relation to the administration of the Council's affairs.
- d) To support the Town Clerk/RFO in the development of corporate governance within the Council.
- e) To assist the Town Clerk//RFO as required in relation to the administration of Council, Committee and other meetings including preparation of agendas and minutes including attendance at meetings.
- f) To undertake all other administration duties in support of the work of the Council.
- g) To provide assistance in relation to the preparation of the Council's training plan, annual report, biodiversity plan and Well Being of Future Generations plan (When this becomes a requirement for the Town Council).

## ***2. Financial Governance and Accountability***

The Assistant Clerk/RFO will support the Town Clerk/RFO in fulfilling his/her duties under Section 151 of the Local Government Act 1972 as follows:

- a) To assist in the monitoring of the Council's finances in accordance with its financial regulations and advise and help ensure that the accounts are maintained in accordance with the requirements of the Accounts and Audit Regulations and the Practitioner's Guide on Governance and Accountability 2019.
- b) To co-ordinate the provision of payroll information to the payroll provider to enable the processing of 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.
- c) To assist in the preparation of a detailed annual budget and precept assessment for the Council's approval.
- d) To assist in the preparation of forward-looking budget assessments in support of the Council's business planning needs.
- e) To make appropriate banking arrangements.
- 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 assist in the management of the Council's bank accounts in order to achieve an effective cash flow.
- i) To ensure that the accountancy system is effectively administered and that finances are administered within the approved budget.
- j) To liaise as required with the Internal Auditor and External Auditor in relation to the financial affairs of the Council.
- k) To ensure that schedules for payment are presented to the Council or a designated Committee for approval.
- l) To assist in the provision of accurate financial information, reports, advice, monitoring information and forecasts to assist the Council in making effective decisions.
- m) To assist in the administration of the Council's loans, leasing and such other capital financing arrangements as may be required.
- n) To ensure that the Council's obligations to insure are properly met.
- o) As the Council's role develops, to assist the Town Clerk/RFO in continually appraising financial arrangements.

## ***3. Information Management and Information Technology***

- a) To work with the Town Clerk/RFO to ensure that the Council has appropriate policies in place in order to satisfy the requirements of the Data Protection Act 2018 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 the business recovery plan is complied with.

## ***4. Estates and Facilities Management***

- a) To assist the Town Clerk/RFO in the management, development, administration and maintenance of land and buildings forming part of the Council's estate.
- b) To arrange for the management and administration of bookings for premises under the ownership or control of the Council.

## ***5. Communications***

- a) To assist the Town Clerk/RFO in the preparation of press releases, Newsletters and other publicity documentation.
- b) To assist in the preparation of marketing campaigns as required by the Council involving new innovative ways of communicating key messages to stakeholders.
- c) To assist in the implementation of all events (including civic events, twinning events and Town engagement initiatives) approved by the Town Council ensuring that they are delivered within budget and within the agreed timescales.
- d) To assist in the effective organisation of events in the annual calendar.
- e) To maintain the Council's website in an innovative way.
- f) To assist in the preparation of the Council's Annual Report.

### ***6. Health and Safety***

- a) To assist in ensuring 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 assist in the preparation of risk assessments in relation to all services, premises, and events.
- c) To take care of your own health and safety

### ***7. 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.

### ***8. People Management***

- a) To assume the people management responsibilities of the Clerk/RFO in his/her absence.

### ***9. Personal Development***

- a) To achieve, within a period determined in consultation with the Council, the Certificate in Local Council Administration qualification (This will be funded by the Council).
- b) To develop professionally by keeping up to date your knowledge, skills and networks to ensure the efficient management of the Council's affairs.
- c) To become a member of the Society of Local Council Clerks (Annual fee to be funded by the Town Council).

### ***10. Other***

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

## ***EMPLOYEE SPECIFICATION***

***Experience/ Competencies***

***Essential/ Desirable***

***Method of Assessment***

### ***Qualifications and Education***

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|--|-----------|--|
| • Good general education   | Essential | Application/ Provision of Certificates |
| • Certificate in Local Council Administration (CiLCA Wales) or willingness to work towards obtaining the qualification | Essential | Application/ Interview                 |
| • Work experience at a level appropriate to the duties of the post   | Essential | Application /Interview                 |

### ***Administration and Financial Management***

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|--|-----------|-----------------------------|
| • At least 2 years' experience of administration and finance work  | Essential | Application                 |
| • Practical Experience of administering the financial administration activities of a local council or organisation | Essential | Application /Interview      |
| • Ability to set and manage budgets and prepare financial statements   | Essential | Application /Selection Test |
| • Outline Understanding of managing contracts, purchasing, and invoicing   | Essential | Interview                   |
| • Ability to prepare agendas and take accurate minutes   | Essential | Selection Test              |
| • Previous experience of working in a local council  | Desirable | Application/ Interview      |
| • Understanding of the key elements of effectively managing estates and facilities                                 | Desirable | Interview                   |

### ***People Management***

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|---|-----------|------------------------|
| • Ability to manage staff, including agreeing annual work plans and conducting appraisal interviews | Desirable | Application/ Interview |
| • Ability to hold staff to account and apply personnel procedures as appropriate                    | Desirable | Interview              |

### ***The Local Council Environment***

- |  |           |           |
|--|-----------|-----------|
| • Understanding of the issues facing Town Councils and the environment in which they operate | Desirable | Interview |
| • Commitment to public service   | Essential | Interview |

• Understanding of local council procedures and law	Desirable	Interview/ Selection Test
<b><i>Skills and Attributes</i></b>		
• Good interpersonal and oral communication skills	Essential	Interview
• Good written communication skills	Essential	Application /Selection Test
• Ability to organise workload with minimal supervision and meet deadlines	Essential	Application/ Interview
• Political sensitivity, tact and diplomacy	Essential	Interview
• IT skills enabling use of internet, e-mail, word processing, financial databases and spreadsheets and website administration	Essential	Application/Selection Test
• Understanding of the requirements of the data protection and freedom of information legislation and its application within an organisation	Desirable	Interview
• Awareness of health and safety legislation and its application within an organisation	Essential	Application /Interview
<b><i>Personal Styles and Behaviours</i></b>		
• An enthusiastic individual	Essential	Interview
• Personality, conduct and credibility that engages the confidence of councillors, staff, partners, and stakeholders	Essential	Interview
• Understanding of the importance of equality, diversity, and respect in the workplace	Essential	Interview
• Capable of critical reasoning and evidence-based decisions	Desirable	Interview
<b><i>Other</i></b>		
• Committed to developing and keeping up to date personal knowledge level	Essential	Interview
• Prepared to attend evening meetings and weekend events as required	Essential	Application/Interview

- Full driving licence and access to a car

Essential

Application /Interview

- Willingness to travel to meetings  
may involve occasional long distances

Desirable

Application /Interview