
TONGWYNLAIS COMMUNITY COUNCIL



A VACANCY HAS ARISEN AT TONGWYNLAIS COMMUNITY COUNCIL FOR THE POST OF CLERK /RESPONSIBLE FINANCE OFFICER

APPROX. 30-35 HOURS PER MONTH WORKING FROM HOME
ATTENDANCE AT EVENING MEETINGS IS REQUIRED (usually one evening per month)

THE CLERK'S RESPONSIBILITY IS TO PREPARE THE AGENDA; ATTEND THE MONTHLY COUNCIL MEETING AND PREPARE MINUTES TO RECORD THE BUSINESS OF MEETING, ENSURING RELEVANT INFORMATION IS POSTED ON THE COUNCIL WEBSITE; ATTEND TO ANY CORRESPONDENCE OR MATTERS ARISING FROM THE MEETING, REPORT TO THE COUNCIL ANY CORRESPONDENCE SENT ON BEHALF OF THE COUNCIL AND ANY RECEIVED WHICH IS ADDRESSED TO THE COUNCIL AND DEAL WITH ANY COUNCIL BUSINESS APPROPRIATELY.

THE RESPONSIBLE FINANCE OFFICER'S ROLE IS TO LOOK AFTER THE FINANCIAL AFFAIRS OF THE COUNCIL; KEEP ACCOUNTS; MAKE PAYMENTS; PREPARE INVOICES; MAINTAIN BUDGETS; DEAL WITH PAYE; PREPARE BANK RECONCILIATION REPORTS AND WORK WITH AUDITORS TO ENSURE SATISFACTORY COMPLETION OF THE ANNUAL RETURN. THE SYSTEMS USED ARE MICROSOFT EXCEL SPREADSHEETS AND HMRC PAYE TOOLS.

APPLICANT MUST BE ABLE TO WORK THE ABOVE AND BE IT COMPETENT. EXPERIENCE IN LOCAL GOVERNMENT ADMINISTRATION WOULD BE AN ADVANTAGE, ALTHOUGH TRAINING COURSES ARE AVAILABLE.

Applications to Councillor Brian Griffiths, Chair of Council

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