

Caernarfon Royal Town Council

Job description and requirements of the post of Town Clerk

Post : Town Clerk and Responsible Financial officer

Salary :L.C3 (33-36)

The council is a member of the Gwynedd Council pension scheme

Hours – 37 hours per week , but there is a requirement to work flexi time patterns to enable attendance at evening meetings.

Responsible to - Caernarfon Royal Town Council

Responsible for staff : Councillors, Secretary, Caretaker, Maintenance Worker and any additional staff that may be appointed

Main Duties and responsibilities

Financial

Responsibilities as the Council's Chief financial officer, include

- Preparation of annual financial estimates
- Ensure sound financial processes
- Work with the council's accountant to maintain accurate records of all income and expenditure
- Prepare regular reports
- Prepare the statutory annual audit report, and work with the internal and external auditors
- Prepare salaries, pension, PAYE payments in co-operation with payroll manager
- Ensure all payments are legal before authorising
- Maintain youth club bank account
- Prepare and send Annual VAT report
- Part of the dual authority for payments online
- Responsibilities as Secretary to the Institute Charity and prepare statutory returns to Charity Commission
- Prepare statutory returns to charity commission on Mayor's Christmas fund
- Prepare and pay Councillors allowances

Administrative

- Prepare contents of council meetings and committees ensuring they are issued under correct legal timescales, this includes preparation of agenda's , attending meetings, taking

minutes, acting on basis of resolutions made at Council Meetings, and ensuring that minutes are made available to the public under the Freedom of Information Act

- Freedom of information requests
- Maintaining council policies
- Responsible for office management, including dealing appropriately with correspondence and maintaining accurate manual and computerised filing systems of all council activities
- Responsibilities as the proper officer regarding legal and statutory matters including GDPR
- Responsible for the keeping the council website up to date
- Responsible for Staff management
- Responsible for the council's insurance policy
- Respond to council e-mails
- Maintain relationship with Council's solicitor and hold meetings as required
- Deal with complaints
- Deal with the general public and users of the Building
- Responsible for tender processes
- Responsible for election procedures (run by County Council)
- Preparation of meeting rooms
- File checks

Institute building (inc health and safety)

- Responsibilities as the responsible person for the institute building under Health and Safety
Includes fire procedure, first aid, staff H&S annual checks, regular checks of the building to report any major work required
- Check COSHH requirements (Llanbeblig toilets)
- Check Diffribulator on Castle Square and replace elements as required
- Responsibilities as Landlord of 8-10 Bangor Street , maintain regular contact with tenants

Civic Duties and other council events

Responsibilities for the organising (and attending) of the Councils ceremonial meetings
Civic events

- Councils AGM
- Mayor's Civic Sunday
- Remembrance Sunday

Other events

- St David's Day Parade
- Christmas event
- Gardening competition
- Shop window competitions

Brief Mayor when applicable (main role held by admin assistant who is also Mayors secretary)

General duties

- Representing the council on outside bodies and at meetings agreed by the council , providing a written report back to Council
- Maintaining a close relationship with bodies such as One Voice Wales and Society of Local Council Clerks, to ensure up-to-date knowledge of local government matters
- Work closely with HWB
- Maintain a close relationship with Gwynedd Council officers
- Attend training programmes as required
- Any other responsibilities involving the work of the council

Personal skills

- Experience of providing high quality support
- Excellent numeracy and literacy skills and excellent oral and written communication skills;
- High quality ICT skills/proficiency (provision of written documents/reports; formatting and editing reports and creating Excel charts/spreadsheets of raw data) Through the medium of English and Welsh
- Experience of editing Web pages, producing social media blogs is highly desirable
- The ability to self-evaluation of learning needs and actively seeking learning opportunities;