

CWMAMAN TOWN COUNCIL JOB DESCRIPTION AND EMPLOYEE SPECIFICATION			
<b>JOB TITLE</b>	Deputy Clerk and Responsible Financial Officer	<b>SALARY</b>	NALC pay Scale LC2 (24-28) £33,024 to £36,648
<b>REPORTING TO</b>	Town Clerk	<b>HOURS</b>	35 Hours
<b>DIRECT REPORTS</b>	All Additional Staff	<b>WORKING PATTERN</b>	The role will be primarily office based (with some evening work)

**Job Overview:**

Cwmaman Town Council is seeking a Deputy Clerk and Responsible Financial Officer. This key role involves assisting the Clerk in the oversight of the council's financial and staff management responsibilities, acting as the principal financial advisor, and ensuring compliance with all regulatory requirements.

**Key Responsibilities:**

**Financial Oversight:** Maintain an overview of the council's budgets to ensure financial stability and compliance with statutory requirements.

**Grant Management:** Identify potential grant opportunities, oversee the application process, and manage the financial aspects of awarded grants.

**Financial Reporting and Compliance:** Prepare financial reports for the Council and Committees, ensuring compliance with internal and external audit requirements. Maintain up-to-date financial records and ensure adherence to the Local Government Act 1972.

**Budget Management:** Develop and monitor the council's annual revenue and capital budgets. Provide advice on budget adjustments and financial planning to ensure goals are met.

**Audit and Regulatory Compliance:** Coordinate with internal and external auditors to meet audit requirements. Ensure all financial practices comply with the Audit Commission Act 1998 and Accounts and Audit Regulations 2004.

**Risk Management:** Conduct financial risk assessments and ensure that adequate internal controls are in place to mitigate risks.

**Advisory Role:** Act as the principal financial advisor to the Council, providing guidance on financial matters, potential risks, and financial strategies.

**Qualifications:**

**Education:** A qualification in Finance, Accounting, or a related field.

**Experience:** Extensive experience in financial management, ideally within a local government setting, including expertise in grant management.

**Skills:** Strong analytical and financial skills, proficient in financial software, and excellent communication abilities.

**Knowledge:** A good understanding of local government finance regulations, grant funding processes, and financial compliance requirements.

**Attributes:**

Proactive and strategic thinker with the ability to handle multiple priorities.  
 Detail-oriented with a high level of accuracy in financial matters.  
 Ethical and transparent in financial management practices.  
 Strong team player capable of working effectively within a small and busy team environment, promoting cooperation and collaborative problem-solving.

**Welsh Language:** You will need a basic knowledge of Welsh. Reasonable support can be provided on appointment to reach this level.

**DBS:** An Enhanced with Barred List Disclosure and Barring Service (DBS) check will be requested for this job. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children or adults at risk.

**Eligibility:** You will be asked about your nationality and if you are legally allowed to work in the United Kingdom. This is to find out if you are eligible to apply for this vacancy. This is a requirement for working within the Town Council **Please Note:** If you do not meet the eligibility criteria your application will not progress. If it becomes clear at a later stage in the process that you are not eligible to apply, your application may be withdrawn, or the offer retracted.

**EMPLOYEE SPECIFICATION**

**You should pay particular attention to the essential and desirable criteria below and provide evidence of how you consider you meet them as part of your application. Failure to do so may mean that you will not be shortlisted.**

Essential (E) / Desirable Criteria (D)		Method of Assessment
<b>Qualifications / Professional Registration/Membership</b>	Qualification in Finance, Accounting, or related field. (E)	Application form / Certificates
<b>Experience</b>	Experience in financial management, ideally within a local government setting. (E)	Application form & interview
	Experience in managing grant funding. (D)	Application form & interview
<b>Skills, Knowledge, Ability (including ability to develop knowledge, skill or experience)</b>	Strong analytical and financial skills. (E)	Application form & interview
	Proficient in financial software (E)	Application form & interview
	Able to communicate effectively with a variety of individuals and groups, both internally and externally. (D)	Application form & interview
	Able to organise personal workload, prioritise competing demands and work to team deadlines. (E)	Application form & interview

	Able to understand and process relevant data sources both manually or computerised and maintain confidentiality and security. (D)	Application form & interview
	Welsh Language Welsh language skills (written and verbal) are desirable for this role, but not essential. (D)	Application form & interview
	Commitment to developing knowledge and skills in areas relevant to their work. (D)	Application form & interview
<b>Knowledge</b>	An understanding of local government finance regulations, grant funding processes, and financial compliance requirements. (E)	Application form & interview
<b>Work Related Circumstances / Values of the Council</b>	Commitment to equal opportunities. (E)	Application form & interview
	Able to work effectively within a team environment, supporting others, or working autonomously as required. (E)	Application form & interview
	Commitment to delivering quality services for residents. (D)	Application form & interview
	Compliance with health and safety rules, regulations and legislation. (E)	Application form & interview
	Commitment to and focus on the Councils values of innovating, enabling and being respectful. (D)	Application form & interview
<b>Attributes</b>	Proactive and strategic thinker. (E)	Application form & interview
	Detail-oriented with high accuracy in financial management. (E)	Application form & interview
	Ethical and transparent in financial dealings. (E)	Application form & interview
	Strong team player capable of working effectively within a small and busy team. (E)	Application form & interview

**Additional Information:**

This position may require attendance at council meetings and other events outside of regular office hours. The successful candidate must be willing to engage in continuous professional development to keep abreast of changes in financial regulations and grant funding opportunities.

**How to Apply:**

Interested candidates are encouraged to submit their CV and cover letter, clearly highlighting their experience related to each of the key responsibility areas outlined above. Applications should be sent to [clerk@cwmamantc.org](mailto:clerk@cwmamantc.org) no later than 5 PM on 31st May 2024.