

11 June 2026

Vacancy for the post of clerk:

Applications are sought for the post of clerk to Llangynin Community Council.

The hours of work are 20 hours per month on average, distributing the time as you see appropriate to address work requirements and totalling 240 hours per year.

Expressions of interest are requested by 30 June 2026. More information is available from the current clerk.

Salary based on experience within 18-23 range in the scale LC2 as set out in current National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.

The formal job description is set out below:

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that the statutory and other provisions governing or affecting the running of the Council are properly met.
2. To monitor and balance the Council's accounts, monthly reconciliation and prepare records for audit purposes and VAT. To ensure compliance with the Accounts and Audit Regulations (Wales) and advise Council on all financial matters.
3. To assist Council to prepare its annual budget and precept requirement and present budget monitoring reports at regular intervals.
4. To ensure payment of all accounts and salaries due and manage payroll requirements.
5. To ensure that the Council's obligations for Risk Assessment are properly met and appropriate insurance is in place.
6. To prepare, in consultation with appropriate members, agendas for meetings of the Council.

7. Attend all meetings of Council and prepare minutes for approval.
8. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council.
To issue correspondence as a result of instructions of, or the known policy of the Council
9. To maintain register of Council's assets to be reviewed at least annually.
10. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
11. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrator and specialists in particular fields and to produce reports for circulation and discussion by the Council.
12. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
13. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
14. To act as the representative of the Council as required.
15. To prepare, in consultation with the Chairman, media releases about the activities of, or decisions of, the Council and to manage and maintain the Council's website.
16. To attend training courses or seminars on the work and role of the Clerk and to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council
17. To attend conferences, seminars arranged by various relevant bodies and organisations, as a representative of the Council as required.
18. Any other duties required and identified by mutual consent and commensurate with the role.