

Cyngor Tref Caerfyrddin
Carmarthen Town Council



**APPOINTMENT OF DEPUTY TOWN CLERK &
FINANCE MANAGER**

RECRUITMENT PACK

APPOINTMENT OF DEPUTY TOWN CLERK & FINANCE MANAGER

SALARY SCALE SCP 32 (£32,029 TO £34,788 PRO RATA)

PART TIME, 30 HOURS PER WEEK

Recognised nationally for its positive and dynamic role in the local community and improving the well-being of local people, Carmarthen Town Council is looking for an experienced, enthusiastic and flexible individual to play a key role in the future development of the Council.

This is a new, interesting and rewarding post involving the consolidation of existing responsibilities and providing support for the Town Council and the Town Clerk.

You should have significant experience of budgets, finance and the administration of meetings. You should also possess excellent organisational and communication skills (English and Welsh) and be able to work as part of a small team to help deliver the Council's strategic plan.

The closing date for applications is 5pm Thursday 12th November. Interviews will be held during the week commencing 23rd November.

Dear Applicant

Post of Deputy Town Clerk & Finance Manager

Thank you for expressing an interest in the above vacancy. I am pleased to introduce you to this recruitment pack that contains information about Carmarthen Town Council and the role, together with an application form for your completion.

Carmarthen Town Council is very ambitious, and we are looking to recruit an enthusiastic 'can do' person for this role to help us achieve our goals and objectives. You will see from our website and annual report (available on the website) that we have a wide range of activities and partners. Staff and councillors are proud of our achievements on behalf of the people of Carmarthen and hope you will want to be part of our successful team.

If this post is of interest to you, please return your completed application form by email to be with me by 5pm on Thursday 12th November 2020. Please note that CVs will not be considered, and short-listing will be based on the person specification. Interviews are provisionally scheduled to take place during the week commencing Monday 23rd November at St Peter's Civic Hall, Carmarthen. Social distancing measures will be in place.

At the time of submitting your application it would be helpful if you tell us if you have any special requirements we need to accommodate if you are invited for interview.

Thank you for your interest in Carmarthen Town Council. We look forward to receiving your completed application form.

Yours sincerely

Alun J Harries

Town Clerk, Carmarthen Town Council

ajharries@carmarthentowncouncil.gov.uk

Introduction

Carmarthen Town Council plays a key part in the well-being of the local community and represents residents at the very first tier of local government. It is a dynamic and proactive Council and it has been recognised nationally for its quality of service and high performance during recent years - it has won several awards from One Voice Wales.

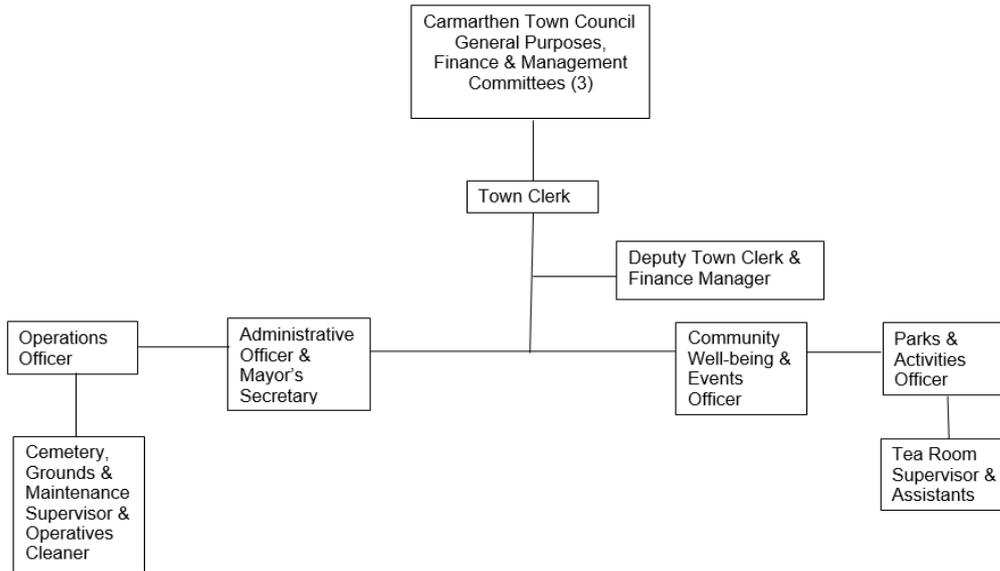
During the Covid 19 pandemic the Town Council has been a leading player in supporting local people, including creating a volunteer scheme that looked after the town's vulnerable people. As the national lockdown period continued the Town Council in collaboration with other stakeholders from the business community developed a town centre recovery plan, and continues to lead the work of business and other organisations to promote the economic recovery of Carmarthen as a destination for shoppers and visitors. It is a key stakeholder in the Town Regeneration Forum.

The Council's budget has grown during recent years, with an annual turnover approaching £1million. It is now creating this new post of Deputy Town Clerk, an exciting and challenging role that will focus on supporting the Town Clerk and have responsibility for the management of the Council's financial affairs.

Background to Carmarthen Town Council

Carmarthen Town Council, as presently constituted, was established in 1974 and inherited some of the responsibilities and properties of the former Carmarthen Borough Council. The Town Council consists of eighteen elected members covering three Wards. North Ward has seven elected members, South Ward five elected members and West Ward six elected members.

CARMARTHEN TOWN COUNCIL STRUCTURE



22.10.20

Annual Report

In accordance with the requirements of the Well-being of Future Generations Act, Carmarthen Town Council has a duty to publish an annual report - and a copy of the 2019/20 annual report is included with this pack. This contains information about the structure of the Town Council and the activities carried out during the 2019/20 civic year.

Equality of Opportunity and Special Measures for Under-Represented Groups

Carmarthen Town Council has an Equality & Diversity Policy and applications for this post are encouraged from people from minority and under-represented groups.

Applicants with disabilities and who meet the essential requirements for the post are guaranteed an interview, subject to the number of applications received.

Job Description & Person Specification

JOB DESCRIPTION

Post Title: DEPUTY TOWN CLERK & FINANCE MANAGER - Permanent, part-time (30 hours per week).

Grade: National Salary Scale for Council Clerks LC2 (Points 29 – 32) £32,029 - £34,788 pro rata.

Holidays: Initial annual leave entitlement of 25 days (increasing after 5 years) plus all public holidays.

Work Location: Carmarthen Town Council Offices, St Peter's Civic Hall, Nott Square, Carmarthen SA31 1PG.

Accountable to: the Town Clerk, Carmarthen Town Council.

Probation Period: Six months from starting date.

Main Job Purpose:

- To support the Town Clerk in ensuring the smooth running of all aspects of the corporate governance and financial administration of the Council.
- To deputise for the Town Clerk in their absence.
- Specific responsibility for managing all financial records and procedures and ensuring compliance with the Accounts and Audit Regulations.
- To attend meetings of Council and its committees and ensure that agendas and minutes are prepared, approved and published in accordance with policy and legal requirements.
- The post-holder will undertake a senior management role within Carmarthen Town Council accordance with the instructions of the Town Clerk and Council, and will undertake other responsibilities, as set out in this job description.

Principal Accountabilities:

- To keep accurate financial records and effectively manage and monitor the Council's finances and financial controls to ensure compliance with the Accounts and Audit Regulations.
- To advise the Town Clerk and the Council on all matters of financial probity and ensure that all financial statutory obligations are met.
- To supervise the monthly schedule of payments for approval by authorised signatories and the processing of payments in a timely manner.
- To manage the staff salaries process and to advise our payroll provider as required.
- To regularly review the financial risk management register with the Town Clerk and ensure that reports are provided for the Town Council at regular intervals.
- To ensure adequate insurance arrangements are in place for the Council to cover all identified financial risks.
- To work with the Town Clerk to ensure that a draft annual budget and precept recommendation is prepared in a timely manner each year.
- To prepare quarterly budget reviews and bank reconciliations for consideration by the Finance Committee.
- To prepare final reports, Council's annual statement of accounts and annual return, as required and in accordance with all related guidance and legislation.
- To engage and provide information to an internal auditor and to submit the annual accounts to the external auditors as required.
- To maintain the statutory VAT records of the Council, prepare quarterly VAT returns and ensure these are submitted on time together with any payment due.
- To collate grant aid applications for review by the Town Clerk and the Finance Committee.
- To maintain the Fixed Asset Register of Council property on a regular basis.
- To supervise all financial management responsibilities undertaken by Town Council staff.
- To attend all formal meetings of the Town Council – there are normally three meetings every month and they take place in the evening.
- Prepare agendas, minutes and other papers linked to all Council meetings and publish them in accordance with policy and legislation.

Other Responsibilities

Project Management

- To manage appropriate projects ensuring adhesion to project plans, budgets and project objectives.

Personal Development

- To develop professionally by regularly updating relevant knowledge, skills and networks to ensure the efficient management of the Town Council's affairs.

Management of Staff

- To manage, supervise and support the effective deployment of identified role holders.

Management of Resources

- To ensure the effective management of Council's resources in accordance with policy and legislation.

Other Requirements

- To be prepared to operate on a flexible basis when required.
- To carry out other appropriate duties as reasonably required.
- To attend appropriate training courses.
- To keep abreast of developments within the sector.

PERSON SPECIFICATION

All employees of Carmarthen Town Council are expected to contribute fully towards the work of the Council to help it achieve its priorities and to provide the best possible service for the local community.

The below requirements may have been gained from paid or voluntary work.

Essential Requirements:

Significant experience of working in a finance environment including managing and controlling of budgets.

Significant experience of working with digital accounting packages, producing monthly and annual end of year accounts, budgeting, variance analysis, recording of income, ledger management and credit control.

Able to regularly undertake out of normal hours working (there are normally three evening meetings every month)

Experience of using other IT systems, including Microsoft Office and relevant financial management software.

Good communication, organisational and administration skills.

Good management and interpersonal skills.

Able to work alone or as part of a team.

Communication Skills:

Welsh - listening and speaking – level 4

English – listening, speaking and reading – level 4. Writing – level 5*

Desirable Requirements:

Relevant accountancy qualification.

Awareness of local government financial procedures including financial management and legal requirements, etc

Degree level education and/or management or other relevant professional qualification.

Good understanding of the role and responsibilities of the post.

Able to attend civic events.

*** *Language Skills - Level 4 & 5***

Level 4

Listening / Speaking

- *Able to contribute effectively in internal and external meetings in the context of the work subject.*
- *Able to understand differences in tone and dialect.*
- *Able to argue for and against a particular case.*
- *Able to chair meetings and answer questions confidently.*

Reading

- *Able to understand formal correspondence and reports*

Level 5

Writing

- *Able to produce business correspondence, short reports, e-mails and promotional literature to an acceptable level with the aid of standard language tools.*
- *Able to draw up detailed notes while taking a full part in the meeting.*

Terms & Conditions of Employment

Post: Deputy Town Clerk & Finance Manager

Responsible to: Town Clerk

Conditions: National Joint Council for Local Council Clerks LC2 (points 29-32)
£32,029 – £34,788 pro rata

Working Hours: Contracted hours of 30 per week within the overall office hours core hours of: Monday – Thursday 9.00 am - 5.00 pm, Friday 9.00 am - 4.30 pm. Flexibility may be offered in relation to the actual days worked.

Occasional Saturday, Sunday and working outside of core hours will be required as and when necessary to support civic and other events.

Attendance at evening meetings will be required on occasional evenings (average of three evening meetings per month) throughout the year as part of the role.

Holidays: 25 days annual leave plus all bank holidays.

Period of Notice: Two calendar months by either the employer or the employee rising to 3 calendar months.

Probation Period: Six months from date of appointment for new appointees

The Recruitment & Appointment Process

All applications should be submitted to Alun J Harries the Clerk of the Town Council via email ajharries@carmarthentowncouncil.gov.uk by no later than 5pm Thursday 12th November.

Sifting will take place during the week commencing 16th November and interviews will take place the week commencing 23rd November.

Further information is available at the Town Council's website: www.carmarthentowncouncil.gov.uk or via the Town Clerk.

Application Form

The application form is available as a separate document on our website.

You are required to complete this form electronically. You may include one additional page for question 7 – 'Information in support of application' if required.