

**Cyngor Tref Caerfyrddin**  
**Carmarthen Town Council**



**Appointment of Deputy Town Clerk &  
Finance Manager**

**RECRUITMENT PACK**

## **Appointment of Deputy Town Clerk & Finance Officer**

Salary Scale SCP 29-32 (£35,411 to £38,296 pro rata)\*

Part time, 30 hours per week

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

You should have experience of budgets, finance and the administration of meetings. You should also possess excellent organisational and communication skills and be able to work as part of a small team to help deliver the Council's strategic plan. Training will be provided to the successful candidate where this may be necessary.

Carmarthen Town Council prides itself on being a good employer, and staff enjoy the benefits arising from working for a small community focused employer that cares passionately about its people and provides the flexibility to achieve the best possible work/life balance. Working pattern to be agreed with the successful candidate.

A candidate information pack incorporating an application form, job description and person specification is available from Carmarthen Town Council at: [www.carmarthentowncouncil.gov.uk](http://www.carmarthentowncouncil.gov.uk)

Please contact the Clerk of Carmarthen Town Council, Emma Smith [eesmith@carmarthentowncouncil.gov.uk](mailto:eesmith@carmarthentowncouncil.gov.uk) for any further information you may require. The closing date for applications is 4.30pm Friday 25<sup>th</sup> November 2022. Interviews will be held during the week commencing 12<sup>th</sup> December 2022.

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.

Carmarthen Town Council has very ambitious plans for its future, and we are looking to recruit someone who approaches their work with a positive and constructive attitude to fulfil this role and 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.

To apply for this post please complete the application form and return it by email to me by 4.30pm on Friday 25<sup>th</sup> November 2022. Please note that CVs will not be considered, and short-listing will be based on the quality of information provided in respect of the essential requirements of the person specification. Interviews are provisionally scheduled to take place during the week commencing Monday 12<sup>th</sup> December 2022 at St Peter's Civic Hall, Carmarthen.

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.

If you have any questions or would like to discuss anything further, please do not hesitate to contact me directly. Thank you for your interest in Carmarthen Town Council and we look forward to receiving your completed application form.

Yours sincerely

**Emma Smith**

**Town Clerk, Carmarthen Town Council**

[eesmith@carmarhentowncouncil.gov.uk](mailto:eesmith@carmarhentowncouncil.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.

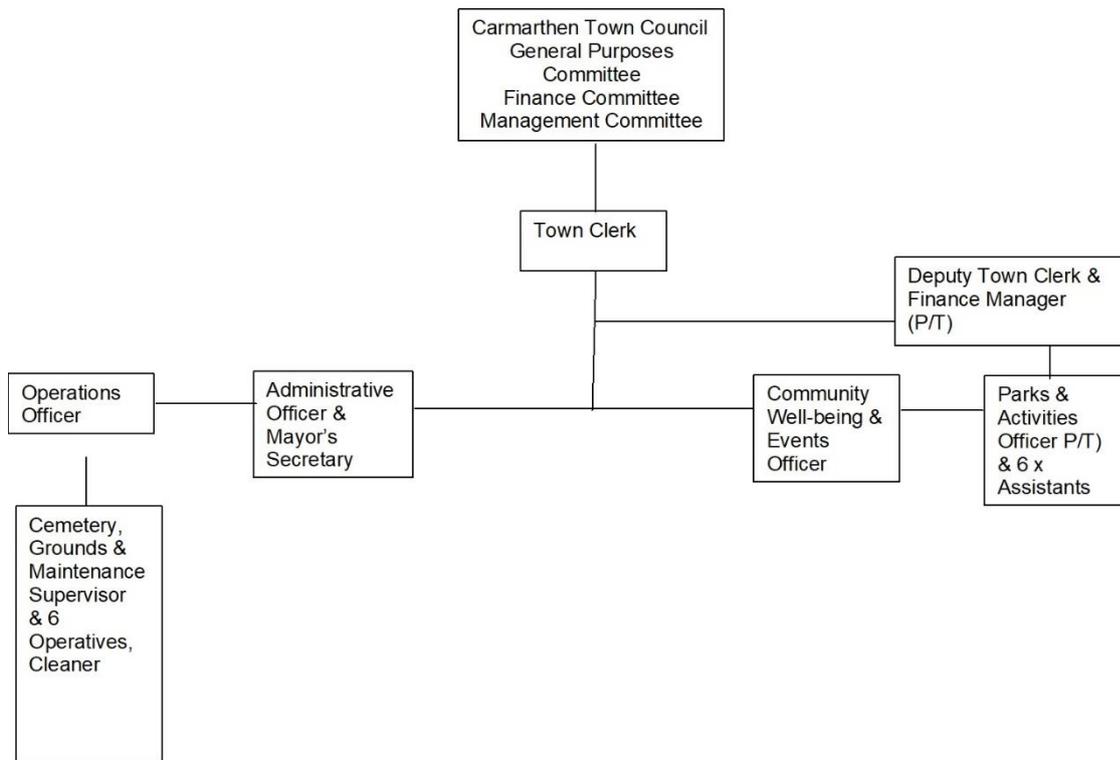
The Town Council has been a leading player in supporting local people, during the difficult times experienced in the last few years. The Town Council in collaboration with other stakeholders from the business community has developed a town centre recovery plan and continues to lead the work of business 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. The post of Deputy Town Clerk, an exciting and challenging role that focus on supporting the Town Clerk and has 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



### 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 2021/22 annual report is included with this pack. This contains information about the structure of the Town Council and the activities carried out during the 2021/22 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.

Disabled applicants 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) £35,411 to £38,296\* pro rata.

**Holidays:** 29 days annual leave (24 pro rata) to include 3 concessionary days plus all bank holidays (increasing after 5- & 10-year continuous service respectively – *it is anticipated that one extra day annual leave will be awarded from April 2023*)

**Work Location:** Carmarthen Town Council Offices, St Peter's Civic Hall, Nott Square, Carmarthen SA31 1PG. Hybrid working will be possible to promote an appropriate work/life balance, subject to further discussion.

**Accountable to:** Town Clerk, Carmarthen Town Council.

**Probationary Period:** Six months from the start 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 management role within Carmarthen Town Council in 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 financial matters 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 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, submit monthly 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**

### 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.

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.

## **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 skills and experiences listed below may have been gained from paid or voluntary work.

### **Essential Requirements:**

- Experience of financial management, including creating and monitoring budgets.
- 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 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.
- Language Skills (see further information below):

Welsh - listening and speaking – level 4 (*with training available to achieve level 5*)

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

### **Desirable Requirements:**

- Awareness of local government financial procedures including financial management and legal requirements, etc
- Degree level education and/or management or other relevant professional qualification (e.g AAT / ICB qualifications, CiLCA).
- Good understanding of the role and responsibilities of the post.

## **\* 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) £35,411 to £38,296\* pro rata.

Membership of the Local Government Pension Scheme, with the employer contributing 15.3%

**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, and the exact working pattern to be agreed with the successful candidate.

Occasional Saturday, Sunday and working outside of core hours will be required as and when necessary to support civic and other events (around 3 days annually).

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

**Holidays:** 26 days annual leave, plus 3 concessionary days and bank holidays (all to be pro-rata at 0.8) *it is anticipated that one extra day annual leave will be awarded from April 2023)*

**Period of Notice:** Three calendar months by either the employer or the employee.

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

### **The Recruitment & Appointment Process**

All applications should be submitted to Emma Smith the Clerk of the Town Council via email [eesmith@carmarthentowncouncil.gov.uk](mailto:eesmith@carmarthentowncouncil.gov.uk) by no later than 4.30pm Friday 25<sup>th</sup> November 2022.

Short-listing will take place during the week commencing 28<sup>th</sup> November 2022 and interviews will take place the week commencing 12<sup>th</sup> December 2022.

Further information is available at the Town Council's website: [www.carmarthentowncouncil.gov.uk](http://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.

*\*Including the pay award from 1<sup>st</sup> April 2022*