



Post	Deputy Town Clerk
Reporting to	Town Clerk and Responsible Financial Officer

Background

The Town Council is the tier of local government closest to the people, providing a wide range of services and amenities including a community centre, sports changing facility, green spaces and cemeteries.

The Council conducts the majority of its business through monthly evening meetings of Full Council and two Standing Committees. In addition, meetings of the Sub-committees and Task and Finish Groups are held as required.

The Council are sole trustees of the Bridge Meadow Trust Haverfordwest, providing green space, pathways and a children's play area.

Haverfordwest Town Council are looking to recruit an enthusiastic and flexible individual to play a key role in the future development of the Council.

Ideally you should have experience of budgets, finance and the administration of meetings. You should 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. Full training will be provided for the successful candidate.

Haverfordwest 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 flexibility to achieve the best possible work / life balance.

Please contact the Town Clerk Juliet Raymond at townclerk@haverfordwesttown.co.uk for any further information you may require. The closing date for application will be 21 June 2023 at 4.30pm. It is our intention to hold the interviews in the following week.

Job Purpose

- Support the Town Clerk and Responsible Financial Officer (RFO) in carrying out the corporate governance and financial administration of the Town Council.
- Deputise for the Town Clerk in their absence.
- Specific responsibility for managing all financial records and procedures and ensuring compliance with Accounts and Audit Regulations.
- 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 the Council in accordance with the instructions of the Town Clerk and Council, and will undertake other responsibilities as set out in the job description.

Principle 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 Personnel, Policy and 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 Personnel, Policy and 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.

- Organise and attend civic and council events.

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 Haverfordwest 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 Haverfordwest 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

- 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.

Desirable

- 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. CiLCA).
- Good understanding of the role and responsibilities of the post.
- Welsh Speaker.

Terms and Conditions of Employment

Post	Deputy Town Clerk
Responsible to	Town Clerk
Conditions	National Joint Council for Local Council Clerks pay scale LC24-28 £31,099 to £34,723 Membership of NEST Pension Scheme
Working Hours	Contracted hours of 37 per week within the office core hours of Monday to Friday 9.30am to 1pm. Flexi Attendance at evening meetings will be required (average of three evenings per month) throughout the year, with time off in lieu given to be used within two weeks of time credit.
Evening and weekend working	Occasional Saturday, Sunday and working outside of core hours will be required as and when necessary to support civic and other events (around six annually), with time off in lieu given to be used within two weeks of time credit
Probation period	The post is subject to completion of a probationary period of six months
Place of work	Based at the Town Council Offices in the Old Wool Market, Quay Street, Haverfordwest. You may be required to work at and visit other sites in Haverfordwest. Attendance at meetings or for training in locations as advised
Leave entitlement	25 days' annual leave per annum plus bank holidays
Interview	The interview process may involve some skill tests

The Recruitment and Appointment Process

All applications should be submitted to Juliet Raymond, Clerk of the Town Council, via email townclerk@haverfordwesttown.co.uk by no later than 4.30pm on Wednesday 21 June 2023.

Short-listing will take place after the closing date and it is anticipated that the interviews will take place in the week commencing 26 June 2023.

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

email: townclerk@haverfordwesttown.co.uk

Phone: 01437 763771 / direct line 01437 700163