POST: Deputy Responsible Financial Officer/Deputy Clerk: 18 hrs pw

This job will involve working in Abergavenny. With an electorate of 8500, and a wider population of 12000, it is situated on the edge of the Brecon Beacons National Park, frequently referred to as the Gateway to Wales. It has a vibrant active community supported by the Town Council which currently consists of 17 elected members across 6 wards. The Council’s budget for 2023-24 is £537,086.

The post holder would be expected to work mainly from the Town Hall, Abergavenny with availability to attend evening meetings and occasional weekends. Flexible working conditions includes regular working from home.

This post is eligible for the Local Government Pension Scheme and the terms and conditions of service are in line with the National Joint Council guidelines.

So, what are we after?

We pride ourselves on being open and accessible for the community, which means no two days are alike! Good attention to detail and literacy skills to look through and understand long policy documents will be essential.

You will be responsible for…

* Day-to-day finances: invoice processing, financial reporting, budget forecasting and updates
* Tendering processes and contract renewals
* Overseeing a delegated committee including agenda setting and minute taking

We’d like you to have experience of…

o Running accounting software (Rialtas or similar software)

o Managing audit processes and preparing monthly financial reports

o Applying for and managing grant funding submissions

o Working with voluntary groups or volunteering yourself

You'll be…

o A good communicator, written and verbal

o A keen learner

o Able to work with others

You'll get…

* To work with a dynamic and friendly team
* Opportunity to work with a diverse variety of stakeholders, town councillors, county councillors, local businesses, national bodies and local community.
* An ambitious workplace, focussed on growth opportunities, for you and the team. We offer a comprehensive training programme and encourage professional development.
* Be awarded a FTE salary SCP24-28 (£31,099 - £34,723) which equates to £16.16ph on the lowest scale point. This will be reviewed annually. Incremental progression follows successful appraisal and acquisition of training and qualifications.

As an employer, we strive to be an Equal Opportunities Employer. We recognise that some candidates may be put off applying for a post if they feel they don’t meet all of the requirements. If you have read the above and are interested, and don't have knowledge or experience of every point on the list, do put in an application anyway, we'd love to hear from you.

Application stage 1

• Send us your CV and answer 3 questions:

1. Why do you want to work for ATC?

2 Please also answer 2 of the following:

* Tell us about an experience you have of running accounting software
* Tell us about an experience you have of managing audit processes
* Tell us about an experience you have applying for grant funding
* Tell us about an experience you have of compiling and delivering reports
* Tell us about an experience of working with volunteers

Shortlisting stage 2

• 30 minute Microsoft Teams chat with the Town Clerk and one Councillor.

Interview stage 3

• Deliver a short presentation (subject to be confirmed) followed by a face-to-face interview with the Town Clerk and selected Councillors.

Completion stage 4

• The successful applicant will be offered a contract of employment

• We offer constructive feedback to all candidates if requested. We would love to hear from you about your thoughts on the selection process:

o One thing that was good

o One thing that could be improved

The successful applicant will be the Deputy Clerk/ Deputy Responsible Finance Officer (also referred to as deputy principal officer) of the Town Council, and have a statutory duty to carry out all the functions for the administration of Council required by law. Working 18 hours per week, you will be part of the team responsible for ensuring the Council receives the advice, guidance and information it requires to ensure due diligence and good governance.

You will provide support to and deputise for the Town Clerk/RFO (Principal Officer) in relation to the management of the Council’s operations and helping develop and implement its forward-looking strategy and associated plans. This will include occasional cover for evening meetings including agenda setting and minute taking.