



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Job Description: Assistant Clerk

Hours per week: 20 hours, some of which may be worked at home

Salary: NJC scale point 15

Annual leave: 132 hours including bank holidays, pro rata

Reporting to: Senior Clerk/RFO to the Council

Duties: Old Church Rooms

- Management of the online OCR bookings system, issuing of invoices for room bookings and monitoring and recording of payments for bookings.
- Responding to enquiries about bookings for the Old Church Rooms.
- Liaising with hall users on any requests or any issues or damage reported.
- Reporting to the OCR Management Board on any issues or works required.
- Liaising with external contractors to request quotes and manage major repairs and maintenance work.
- Liaising with the RMCC Handyman on minor repairs and maintenance work.
- Monitoring stock levels of hand towel, toilet roll, hand soap and refuse sacks and ordering items when required.
- Liaising with the Clerk/RFO to ensure that all OCR spending is consistent with the RMCC Financial Regulations.

Duties: Involvement and Support of Committee's as agreed with Senior Clerk/RFO

- Assist in preparing monthly reports as required in consultation with the Clerk and Chair of the relevant Committee.
- Assist in preparing the agenda and papers in consultation with the Clerk and Committee Chair and attending meetings as agreed with the Senior Clerk/RFO
- Preparing and sending correspondence on behalf of Committee.
- Supporting the Senior Clerk/RFO with Council staff, volunteers and external contractors to implement Council decisions as discussed and agreed in various Committees
- Liaising with the Senior Clerk/RFO to attend various meetings, distribute papers and to take minutes for distribution

Duties: RMCC Events

- Organising and managing the annual Civic Reception, including issuing invitations, liaising with Cardiff Council on attendance by the Lord Mayor, arranging catering by outside contractors and decorations for the OCR.
- Organising and managing RMCC Christmas activities and events, including liaising with suppliers of Christmas trees, with Christmas lighting contractors, and with Pantomime performers and other entertainers. Also, liaising with Members of Council to explore and implement new ideas for Christmas.
- Organising the RMCC Christmas Dinner, including issuing invitations and liaising with the venue on menus and seating.
- Liaising with the Royal British Legion to organise the laying of the RMCC wreath on Remembrance Sunday.
- Liaising with local schools on RMCC prizes for the annual School Literary Competition, subject to Council approval.
- Liaising with the Clerk/RFO on RMCC events and activities to ensure that RMCC Financial Regulations are followed and appropriate risk assessments are in place.

Duties: RMCC Finance

- Receiving and checking invoices for goods and services and entering details on the monthly payment schedule.
- Preparing cheques and online bank payments for authorisation by Members.
- Maintaining the invoice and bank transaction records.
- Preparing and submitting monthly I-Connect Pension for approval by the Clerk.

Duties: RMCC Office Administration

- Dealing with enquiries from members of the public, by email, letter or phone.
- Organising and maintaining the RMCC filing system for documents and correspondence.
- Maintaining the signed copies of Minutes and arranging binding from time to time.
- Ordering stationery and other office items.
- Assisting the Clerk with updating the statutory information on the RMCC website.

Duties: Other

- Monitoring the Clerk's email for official notification of planning applications and forwarding to Members of Planning Committee.
- Maintaining and updating the RMCC Noticeboards, including liaising with the RMCC Publicity Group on new material.
- Any other reasonable task which is commensurate with the nature of the role.