(5)

CALDICOT TOWN COUNCIL

APPLICATION FORM

(This form will be photocopied for each member of the selection panel, so please type your answers or write clearly in black ink, using the same size (A4) paper for any additional pages).

Position applied for:	**Deputy Town Clerk/Responsible Financial Officer**

Personal Details

Name			
Address			
Postcode		**E-mail**	
Home telephone number		**Work telephone number**	
Mobile number			

Reason for Application

Please tell us why you are applying for this particular position and what attracts you to working for Caldicot Town Council in the capacity of Deputy Town Clerk/Deputy Responsible Financial Officer

Education and Training

Dates		Qualifications (Please state awarding institute or professional body)	Further/Higher Education/School
From	To		
Other Training (eg, short courses/in house training)			

Employment Details

(Please give details of your present or most recent employment/voluntary work first and work backwards. Include all periods of unemployment; travel etc. in the space provided so there are no gaps in the record. You may include continuation sheets if necessary).

Dates		Employer	Position/Responsibilities	Reason for Leaving
From	To			

Please describe briefly your main areas of responsibility in your current post or most recent/relevant post	
Period of notice required in current position:	

Covering Statement/Additional Information

Please describe how your skills and experience gained in a paid or unpaid capacity relate to the employee specification and the responsibilities required of this post (you may include continuation sheets if necessary).

Competency Based Questions
Question 1 Briefly describe your approach to team engagement and provide an example of how you have assisted a team In achieving its set goal. ***(Maximum 300 words)***
Question 2 Briefly describe your understanding of effective governance and accountability in the public sector and give one example of where you have been directly involved in such a process. **(Maximum 300 words)**
Question 3 How do you deal with workload pressures when there appears to be insufficient hours in a day to achieve your targets. Please give an example of how you have dealt with such a situation. **(Maximum 300 words)**
Question 4 Please describe your approach to developing your personal skills and knowledge **(Maximum 300 words)**

Administrative Details

Do you require a Work Permit to enable you to work in the UK?	Yes/No
Rehabilitation of Offenders Act 1974: Have you ever been convicted of a criminal offence?	Yes/No
If yes, please give details with date and result (Declarations are subject to the provisions of the Rehabilitation Act 1974 as amended)	

Do you hold a current driving licence?	Yes/No
Do you have access to a car?	Yes/No
Are you prepared to travel to meetings involving occasional long distances?	Yes/No
Are there any adjustments that may be required to be made should you be invited to attend for interview? If yes, please give details:	

References

Please give the names of two referees, the first of whom should be your present or most recent employer. References will only be taken up on the preferred candidate for appointment.

Reference 1		Reference 2	
Name		**Name**	
Position		**Position**	
Address		**Address**	
Telephone number		**Telephone number**	
E-mail		**E-mail**	

I declare that to the best of my knowledge the information given on this form is correct. I understand that any false declaration or misleading statement or a significant omission may disqualify me from employment and render me liable for dismissal. I understand that any job offer is subject to references, checks on relevant qualifications, employment eligibility and criminal convictions, a probationary period and if considered appropriate a medical report all of which must be deemed by the Council as being satisfactory. Please note that if you succeed in your application and take up employment with the Council, the information you have provided in this application form will be used for the administration of your employment and to provide information about you to a third party via your payslip. We will also use the information if there is a complaint or legal challenge relevant to the recruitment process.

Signed: _____

Date: _____

Please return to:
[redacted] – clerk@caldicottc.org.uk
or by post marked "Confidential" to:

[redacted]
Caldicot Town Council
Council Office, Sandy Lane, CALDICOT, NP26 4NA

By the advertised closing date:

Noon on Friday 20 March 2026

Caldicot Town Council Cyngor y Dref Cil-y-Coed

(http://www.caldicottc.org.uk/)

Vacancies - Swyddi Gweigion

Staff Vacancies - Swyddi Staff Gwag

Deputy Town Clerk and Responsible Financial Officer

20 - 25 hours per week

SPC 26 – SPC 29

Caldicot Town Council are seeking a Deputy Town Clerk/Responsible Financial Officer to manage the finances of the Town Council in conjunction with the Town Clerk. Be part of a team who are working work with Members in this busy Town Council to increase the services and opportunities in the local community. Working in recently refurbished offices and with a great team of staff, this is a great opportunity for a committed and enthusiastic individual.

If you would like an informal conversation about the role please ring Mark Tredwin, CEO/Town Clerk on **01291 420441**. For an application pack please, email the CEO at clerk@caldicottc.org.uk (mailto:clerk@caldicottc.org.uk)

Closing date for applications is noon on **Friday 20th March 2026.**

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CALDICOT TOWN COUNCIL

Job Description

Post: Deputy Town Clerk & Responsible Financial Officer (Part-Time)

Responsible to: Town Clerk

Hours: 20–25 hours per week (to be agreed), including evening meetings as required

Salary: SCP 26–29 (pro rata) – NJC scale, pay award pending

Location: Caldicot Town Council Offices

Job Purpose

1. To ensure that the Council's administrative and financial functions are performed professionally and in accordance with all relevant statutory obligations.

2. To carry out all functions required by law of the Responsible Financial Officer in a timely and lawful manner.

3. To ensure that the Council's Standing Orders and Financial Regulations are correctly observed and implemented.

4. To support the Town Clerk in ensuring that Council decisions are lawfully made and effectively implemented.

5. To provide professional, impartial financial advice to the Council and its Committees.

Deputy Town Clerk Responsibilities

Deputise for the Town Clerk in their absence (excluding staffing matters unless specifically delegated).

Assist in ensuring statutory and other provisions governing the Council are observed.

Prepare agendas, reports and minutes in accordance with statutory requirements.

Attend and clerk meetings where required.

Advise Councillors on procedural and financial governance matters.

Develop and maintain effective working relationships with Members, staff and external bodies.

Contribute to service improvement and continuous review of Council systems.

Responsible Financial Officer (Statutory Role)

Maintain robust financial systems, records and internal controls.

Prepare and monitor the Council's annual budget and medium-term financial planning.

Present regular budget monitoring reports to the Finance Committee and Full Council.

Prepare the annual Statement of Accounts and AGAR documentation.

Liaise with Internal and External Audit and respond to audit recommendations.

Manage payroll processes and ensure compliance with HMRC and pension requirements.

Ensure VAT returns are completed accurately and on time.

Manage cash flow, banking arrangements and authorised transfers.

Maintain and regularly review the Asset Register.

Ensure appropriate financial risk assessments and insurance reviews are undertaken.

Ensure procurement and contractual compliance.

Prevent fraud and ensure compliance with anti-corruption controls.

Skills & Impact

The post requires analytical and judgement skills to interpret complex financial and governance information and to exercise initiative within recognised guidelines.

The post holder is responsible for significant financial resources and must communicate complex financial information clearly to non-specialists.

Special Conditions

Part-time contract (20–25 hours per week, pro rata).

Attendance at evening meetings required.

Flexibility to work additional hours when required to meet statutory deadlines.

Six-month probation period with structured review.

Undertake such other duties commensurate with the grade and responsibilities of the post.

CALDICOT TOWN COUNCIL

Person Specification

Deputy Town Clerk & Responsible Financial Officer (Part-Time)

Criteria	Essential	Desirable	Assessed By
Experience	Strategic financial management and budget monitoring; Preparation of accounts and audit support; Financial reporting; Implementation of financial systems and controls.	Town/Community Council experience; Precept setting; Committee support experience.	Application & Interview
Qualifications & Training	AAT Level 3 or above (or equivalent); FiLCA or willingness to obtain within 6 months.	CIPFA/ACCA part-qualified; CiLCA.	Certificates
Knowledge	Local government financial systems; Budget setting and audit processes; Procurement and financial controls; GDPR and FOI.	Governance framework of Town Councils; Insurance and risk management.	Application & Interview
Skills & Abilities	High numeracy and analytical skills; Strong written and oral communication;	Experience using Rialtas/Edge; Welsh language skills.	Application & Interview

	High quality report writing; IT literate (MS Office, Excel); Organisational and prioritisation skills; Ability to develop and monitor systems.		
Qualities & Attributes	Politically impartial; Self-motivated; Trustworthy; Flexible and adaptable; Ability to build effective working relationships.		Interview
Special Requirements	Able to attend evening meetings; Willingness to undertake training.	Driving licence would be helpful	Application & Interview