

JOB DESCRIPTION

Job Title: Town Clerk and Responsible Financial Officer	Scale point/s:
Overall Purpose of Job: The Clerk to the Council is the Proper Officer of the Council and as such is under a statutory duty to carry out all of the functions, and in particular to serve or issue all the notifications required by law, of a local authority's Proper Officer. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed by the Council's activities and in particular to produce all the information required for the making of effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council, not to individual members, for the effective management of all of its resources and will report to the Council as and when required or through any committee system appointed by Council. The post holder will also act as Responsible Financial Officer which is a post that every council must have under section 151 of the Local Government Act 1972. The main responsibilities of this post are contained in Section 15 of this Job Description.	
Main Responsibilities: 1 To carry out the all of the functions conferred on the Proper Officer by statute or otherwise. 2 To be responsible for ensuring that the statutory and other provisions governing the administration of the Council and its affairs are complied with. 3 To prepare the agendas for meetings of the Council, and its committees, and any Annual Parish/Town Meetings and to attend such meetings and prepare the minutes of such meetings. 4 To receive correspondence and documents on behalf of the Council and deal with such or bring such items to the attention of the Council. The Clerk will issue correspondence as a result of the instructions of, or the known policy of, the Council. 5 To study reports and other data on the activities of the Council and on matters bearing to those activities. Where appropriate, to seek advice from ERNLLCA, Officers of the Principal Authority, other specialists in particular fields or any other source the Clerk or the Council is of the opinion is appropriate. 6 The Clerk will be responsible for ensuring that all decisions of the Council, its committees and sub-committees are carried out accurately and as promptly as possible. 7 If so required by Council, or on his/her own initiative, to review and report on the policies of the Council and how effectively they are being implemented, having regard to value for money and benefit to the community. 8 To be responsible for supervising other staff employed by the Council and ensuring that relevant statutory provisions covering the terms and conditions of employment of staff are observed. 9 If so required by the Council, the Clerk will act as a representative of the Council at conferences, meetings, public enquiries and other similar events	

10	To be responsible for preparing and keeping up-to-date a register of the Council's assets and property, ensuring that the property is regularly inspected and maintained and ensuring that it is covered by adequate insurance.
11	If so required by the Council, the Clerk will attend such professional development events as are relevant to the responsibilities of the Clerk of the Council. In the normal course of events the cost of training courses will be paid for by the Council.
12	If so required by the Council, the Clerk will prepare and issue information about the activities of the Council to the press and other media organisations. The Clerk will keep a register of all press releases given to the media.
13	To receive all information as may be required of members in respect of the Code of Conduct.
14	To carry out functions arising out of authorities devolved to the Clerk.
15	To fulfil the role of responsible Financial Officer which will include the following: • To prepare financial reports for the appropriate committee, and/or the council to cover budget monitoring, fund balances, receipts to date, payroll summary, payment of accounts and other relevant current matters. • To prepare draft estimates for approval. • To submit the precept to the billing authority and supply any breakdown requested. • To bank regularly all money received by the council. • To ensure that all money due to the council is billed and collected promptly. • To manage cash flow and control investments and bank transfers. • To control payments. • To manage an appropriate accounting system. • To handle the overall management of payroll and payments made to HMRC and any other parties. • To make quarterly VAT returns and to deal with VAT inspections. • To prepare and balance final accounts in accordance with the regulations and Council requirements. • To produce accounts and records for internal and external audit in accordance with regulations. • To monitor compliance with the council's financial regulations. • To manage insurance risk. To process claims as necessary. To report annually to the council on insurance risk. • To maintain the council's register of property and assets.

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties that reasonably correspond to the general character of their post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment. The Council may require the post holder to undertake a check under the Disclosure and Barring Service where contact with vulnerable people may occur.

Prepared by: Personnel Committee	Date:
Agreed by: Council	Date:
Received by Post-holder:	Date:

PERSON SPECIFICATION

Job Title: Town Clerk and Responsible Financial Officer

Method of Assessment (MOA)

AF = Application Form

I = Interview

T = Test or exercise

ESSENTIAL CRITERIA	MOA
Skills and abilities:	
Excellent organisational skills	AF, I
Ability to be able to communicate appropriately at all levels	AF, I
Ability to prioritise work and respond to changes in demand for services	AF, I
Ability to manage staff and resources	AF, I
Respect for confidential matters	AF, I
Experience or knowledge of accounting and preparation of financial statements (including estimates)	AF, I
<i>Additional skills which may be required depending on the complexity of the post on offer (add/delete as appropriate)</i>	
<i>Clear awareness of Government policies as they affect parish and town councils</i>	
<i>A highly developed level of political awareness</i>	
<i>Ability to deal with, and resolve, conflict situations</i>	
<i>Extensive knowledge of local government law and its application</i>	
<i>Ability to instigate and cope with change</i>	
<i>Knowledge of the law relating to charities and their activities</i>	
Experience:	
Experience of dealing with public	AF, I
Experience or knowledge of the preparation of agendas and minutes	AF, I
Experience or knowledge of working with and advising service users	AF, I
<i>Additional skills which may be required depending on the complexity of the post on offer (add/delete as appropriate)</i>	
<i>Knowledge and experience of both strategic and operational management practices and processes</i>	
<i>Clear understanding of the procedural and financial legislation and practices governing parish and town councils</i>	

<i>Track record of managing change</i>	
<i>Experience of, or knowledge of, attracting external funding</i>	
Education and training:	
High level of literacy and numeracy	AF, I
Possession of, or willingness to work towards obtaining the Certificate in Local Councils Administration	AF, I
Proficient in the use of IT and appropriate operating systems	AF, I
<i>Additional skills which may be required depending on the complexity of the post on offer (add/delete as appropriate)</i>	
<i>Degree level qualification, or equivalent, in an appropriate discipline</i>	
Working arrangements:	
Available to attend evening meetings	AF, I
DESIRABLE CRITERIA	MOA
Skills and abilities:	
Ability to transfer skills learned in other sectors	AF, I
Able to work effectively on your own	
Experience:	
Experience of parish councils	AF, I
Knowledge of local government in general and working with principal authorities	
<i>Additional experience which may be required depending on the complexity of the post on offer (add/delete as appropriate)</i>	
<i>Experience of project management</i>	
<i>Experience or knowledge or working with charities</i>	
Education and training:	
GCE 'O' Level, or equivalent, in Mathematics and English	AF, I
Qualification in Administration	AF, I
<i>Additional education which may be required depending on the complexity of the post on offer (add/delete as appropriate)</i>	
<i>Appropriate management qualification</i>	
Working arrangements:	
None	