



Town Clerk & Responsible Financial Officer [R.F.O.]

Job Description

Overall Responsibilities

The Town Clerk & R.F.O. will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions of the Council, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Town Clerk will be totally responsible for ensuring that the instructions of the Council in its functions as a Local Authority are carried out.

The Town Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The Town Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Town Clerk is expected to be fully involved in the Strategic Planning Process of the Council.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. As Responsible Financial Officer be responsible for the preparation of budgets, the balancing and conciliation of the Council's accounts and preparation of records for audit purposes and VAT, the receiving and reporting on invoices for goods and services to be paid for by The Council and ensuring such accounts are met, issuing invoices on behalf of the Council for goods and services to ensure payment is received. To ensure that bad debtors and historical debts are pursued according to Council policy. To prepare financial reports for the Council and its committees.
3. To work in close partnership with West Lindsey District Council and a range of local bodies and organisations to both deliver the day to day work of MRTC and also in the development of strategic planning for The Council.
4. To ensure that the Council's obligations for Risk Assessment are properly met and to act as The Council's Health and Safety Officer.
5. To prepare, in consultation with appropriate members, agendas for meetings of the Council, Committees and Working Parties. To attend such meetings and prepare

minutes for approval, other than where such duties have been delegated to another officer.

6. To attend all meeting of the Council and all meetings of its committees and working parties, as instructed by The Town Council.
7. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. To draw up both on his/her own initiative and as a result of suggestions by Councillor's proposals for consideration by The Council and to advise on practicability and likely effects of specific courses of action.
10. To be responsible for the overall supervision and management of all MRTC staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff. To ensure staff appraisals are carried out and contracts and job descriptions are updated as required.
To act as Line Manager to the Community Manager.
11. To monitor and review annually the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required; to organise and manage civic events.
13. To issue notices and prepare agendas and minutes for the Annual Town Meeting: to attend the assemblies of the Annual Town Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
14. To prepare, in consultation with relevant councillors, press releases about the activities of, or decisions made by the Council.
15. To attend training courses or seminars on the work and role of the Clerk/R.F.O. as required by the Council.
16. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council by attendance at conferences and seminars.
17. Membership of an appropriate professional body such as The Society of Local Council Clerks.
18. To attend meetings, conferences of professional bodies, and other groups, as a representative of the Council as required and to report back to The Council on the first feasible occasion.
19. To organise and promote Council run Markets and cultural events. To liaise with Council approved groups in supporting their events.
20. To develop, construct and organise an annual calendar of events and exhibitions on behalf of the Town Council.
21. To carry out any other duties that may be assigned by The Chair or by The Council in relation to the role of Town Clerk/R.F.O.
22. To maintain political neutrality in conducting the role of Town Clerk.