



BEACONSFIELD TOWN COUNCIL

Job Description

- Assistant Town Clerk and Finance Officer
- NJC Scale Point 20 - 24, £25,991 - £28,672 full time, 37 hours per week.
- Office based unless precluded by circumstances (such as coronanvirus)

Purpose of Post

To serve the Town Council and the local community ensuring that the Council operates in accordance with legislation.

To deputise for the Town Clerk and act as the Town Council's Proper Officer in the event of the Town Clerk's absence.

To carry out day to day requirements for financial matters, banking and payments, budget management, input to Sales and Purchase ledgers, credit control, preparation of management reports, assist in preparation of monthly accounts and annual budget and audit.

At the discretion of the Town Clerk, to assist in the operational management of all functions that may include: general administration; customer services; performance management; the development and implementation of operational plans, procedures and systems; repairs and maintenance; grounds maintenance and the management of open spaces; health and safety; civic and other events; community and stakeholder relations; publications and communications; and other ad hoc projects.

The post holder will be responsible to the Town Clerk, who is in turn responsible for the post holder's health and safety, training and development.

Key responsibilities and duties

To work closely with the Town Clerk and be accountable for the timely and effective management of the Council's finances, reporting to the Clerk as and when required.

To manage Community Infrastructure Levy and S106 funds.

To manage contracts and leases, relevant invoicing, reviews, renewals.

To manage queries from the general public.

To manage bookings for the Town Hall and for Sports bookings.



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The post holder will oversee the Council's Outdoor staff, assigning work, checking progress and managing insurance issues.

To maintain the Risk Register and ensure risks are highlighted to the Council and to undertake Risk Assessments as directed by the Town Clerk.

To attend duly convened meetings of the Council, its committees and other Council functions as and when required, as directed by the Town Clerk.

To ensure effective working relationships with the Mayor, Councillors and external organisations.

To assist the Town Clerk in providing appropriate advice and guidance to Councillors and Committees.

In the absence of the Town Clerk, to provide minutes and other statutory records of all meetings and take such action as is required by resolutions, recommendations and instructions of those meetings, in accordance with the Council's Standing Orders and financial regulations.

To issue notices, letters and other documents required by the Council, as directed by the Town Clerk, and be responsible for ensuring the timely compilation and issuing of statutory notices of meetings, agendas, reports, minutes etc.

To supervise the Council's outdoors staff.

To be responsible for the day to day management of all the Council's buildings and parks in the absence of the Town Clerk.

To assist the Town Clerk in the operational management of Council functions, services and events.

These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.