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**Warminster Town Council
Recruitment of Town Clerk & Responsible Financial Officer**

**Job Description
Person Specification
Application Form
and Guidance for Applicants.**

September 2021

**WARMINSTER TOWN COUNCIL**

**TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER**

**– JOB DESCRIPTION**

**POST TITLE:** Town Clerk and Responsible Financial Officer

**NORMAL PLACE OF WORK:**

Warminster Town Council, Warminster Civic Centre, Sambourne Road, Warminster, Wilts, BA12 8LB

**RESPONSIBLE TO:**

Warminster Town Council

**HOURS OF EMPLOYMENT:**

37 per week (including evening work to attend meetings and some weekends for special events)

**REMUNERATION:**

The salary is within the substantive range of the National Joint Council LC3 benchmark - spinal column points 50 – 54 £55,684 – £62,779 and membership of the Local Government Pension Scheme. Dependant on experience and qualifications.

Employment is on National Joint Council ‘Green Book’ terms and conditions, including an annual holiday entitlement of 22 days rising to 25 days after 5 years’ service, paid time off for public holidays including 2 extra statutory days per year.

**QUALIFICATIONS AND EXPERIENCE:**

At least five years’ relevant experience, preferably as a Town Clerk or Deputy and must hold, the Certificate in Local Council Administration (CiLCA).

**GENERAL ROLE:**

The Town Clerk’s responsibility is to advise the Council on its work ensuring decisions are lawful and then managing the implementation of those decisions. The Town Clerk takes instruction from the Town Council as a corporate body and is not answerable to any individual Councillor. It is imperative that the Town Clerk remains, always, independent, professional, and objective in all that they do.

The Town Clerk is the designated Responsible Finance Officer and the Proper Officer of

the Council and as such is under a statutory duty to carry out all the functions,

and to serve or issue all the notifications required by law.

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, producing all the information required for making effective decisions and to implement them constructively at all times.

The Town Clerk is accountable to the Council for effective management of all its

resources and will report to them as and when required.

**STRATEGIC RESPONSIBILITIES**

* To ensure that legal, statutory, and other provisions governing or affecting the running of the council are observed.
* To ensure that the Council’s obligations for Risk Assessment are properly met.
* To advise on practicality and the likely effects of specific courses of action.
* To draft policies for Council’s consideration, including the Town Council’s Strategic Plan.
* Work with the Council to develop and implement the Capital Programme, and Medium-Term Financial Plan (to complement the Town Council’s Strategic Plan).
* Work with the Committee’s to prepare draft estimates for consideration by the Town Council which, when approved will form the annual budget.
* To monitor the approved policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
* 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 produce reports for circulation/discussion by the Council.
* To oversee Estate management which includes Town Park, Play Areas, Toilets, Open Spaces, and other assets in the ownership of the Council including records and land
* To fulfil all duties under the Freedom of Information Act and ICO to include all CCTV protocols.

**SERVICE AND OPERATIONAL RESPONSIBILITIES**

1. **Personnel Management**
* To supervise all staff in keeping with the policies and procedures of the Council
* To undertake all necessary activities in connection with the management of conditions of employment, salaries and work of other staff which will include dealing with disciplinary and capability matters.
1. **Meeting Administration**
* Attend meetings as required to give advice regarding meeting protocol and legal procedures.
* To prepare agendas and reports, including recommendations and options for meetings of the Council and Committees, including the annual parish meeting. To attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer
1. **Finance**

As the Council’s RFO to be responsible for all financial procedures and records, and the careful administration of its finances, in compliance with all statutory obligations or other laws, provisions and notices governing or affecting the running of the council including:

* Being responsible for and carrying out all the functions required by law of the Council’s responsible financial officer under S151 of the Local Government Act 1972 for all financial matters and records of the council.
* Acting as the Council’s principal adviser on financial matters and being responsible for the careful administration of the Council’s finances, and the proper application and maintenance of the Council’s Standing Orders and Financial Regulations.
* Ensuring that the Council’s finances are effectively managed and monitored and advising the Council on its financial forward plan and policies.
* Advising the Council and its committees on and preparing the annual budget estimates of income and expenditure for revenue services, the capital budget programme and annual precept requirements.
* Monitoring and managing the Council’s budget expenditure and income and providing the Council and committees with a regular statement under each heading in the approved budgets.
* Ensuring that all management reports are reported to the Council and the statutory internal and external audit requirements are undertaken and completed each year, and any consequential action taken.
* Issuing and reporting on invoices for goods and services to be paid for by the Council, and ensuring such accounts are met and that; -

All necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally.

* All payments made to the Council are recorded and any necessary receipts issued, all cash and cheques received banked, all associated records kept, and any queries are investigated.

* Invoices are prepared and issued on behalf of the Council for goods and services to ensure payment is received.
* Petty cash accounts are operated properly, and all associated records of purchases are maintained.
* All relevant rents or charges are collected for council services and facilities.

* All necessary HMRC, VAT and SSP, and pension payments, financial returns and/or payments are completed and dispatched on time.
* Records, returns and public notices for the annual audit are prepared and the necessary public notices displayed.
* Appropriate financial IT systems are in place and operated securely.
* Ensuring that the Council’s obligations for financial risk management, including risk assessments are properly met and where necessary risks are properly insured.
* Ensuring that an annual equipment inventory and asset register are in place.
* Advising the Council on and assisting in the raising of funds by way of grants.
* Ensuring all surplus council funds are invested securely and income maximised.
1. **Leases, Licences, Rents, Town Council Policies**
* To review and update leases, licenses, and rents.
* To review and update Town Council policies.
1. **Health and Safety**
* Maintain accurate Health and Safety policies, maintain, implement, and monitor.
* Carry out risk assessments.
1. **Project Management**
* To be responsible for and / or supervise any projects to fulfilment, that may be agreed by the Town Council
1. **Communications**
* 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 the instructions of, or the known policy of, the Council.
* To act as a representative of the Council as required.
* To oversee the development of the Council’s website and social media presence.
* In accordance with the Council’s media policy, to prepare, in media releases about the activities of, or decisions of, the Council.
* To liaise with Officers from Wiltshire Council, other authorities which includes the Police and local community group etc.
1. **Cemetery Administration**
* To undertake all administration regarding the cemetery, including the maintenance of burial and grave registers. Management of exclusive rights of burial are likely to be devolved in the near future from the principal authority.
1. **General**
* To attend training courses and/or seminars on the work and role of the Clerk & Responsible Financial Officer as required by the Council or to fulfil continuing professional development.
* To ensure the Council’s commitment to equality, diversity, and inclusion is put into practice.

**Note**: The above responsibilities do not include or define all the tasks which the

post-holder may be required to carry out. The Town Clerk & Responsible Financial Officer may be required to carry out any other reasonable duties commensurate with the level of the post and job purpose.

**WARMINSTER TOWN COUNCIL**

**TOWN CLERK and RESPONSIBLE FINACAIL OFFICER**

**PERSON SPECIFICATION**

Purpose: describe the knowledge, skills, understanding and attributes, which are required to successfully perform this role. The document also identifies how this information may be used to short list candidates and to identify areas of questioning for the job interview process.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Requirement** | **Essential** | **Desirable** | **Demonstrates criteria met (source)** |
| **Education, Training and Qualifications** | Hold CiLCA qualificationHolds a valid driving licenceDegree or equivalent Other relevant recognised professional qualification | X | XXX | Application FormApplication FormApplication Form |
| **Competences**(Knowledge, abilities,skills, experience) | Demonstrates knowledge and understanding of:Financial resource planning and budgetary controlThe powers & duties of a Town CouncilA working knowledge and understanding of local government structure and practicesA general understanding of employment lawManaging of people, assets and resources and developing a team of staffHealth and Safety policy and general practiceProject management. Ability to manage projects, delivering results to timescale within budgetExperience of facilities managementExperience of committee administration and ability to take clear and accurate minutes of meetingsAbility to manage land, buildings, and other resourcesHas previous experience as a Town or Parish Clerk or in local GovernmentIs able when required to provide leadership on behalf of the Council to employees, Members, and the communityAbility to work effectively alone with minimal supervisionAbility to research and identify relevant information and act on it in a timely way. | XXXXXXXXXX | XXX | Application form or interview questions |
| **Community and Partnerships** | Experience of community engagementCan develop and maintain relationships with local authorities, other public and private sector partners | X | X | Application form or interview questions |
| **Technology,****Social Media** | Proactive and confident in the use of other IT solutions (e.g., file sharing), website management and a range of social mediaProficient user of Microsoft Office 365 programs software or similar.Working knowledge of a computer accounting packageWorking knowledge of CCTV system and protocols | XX | XX | Application form or interview questions |
| **Contractors and Suppliers** | To undertake due diligence in relation to any potential contractorsCan monitor and review the performance of suppliers and contractors | XX |  | Interview |
| **Other requirements** | Willingness to work evenings when Council or committees meet and occasional weekends.Willingness to undertake training and take responsibility for own professional development.Able to move around the Town Council area to attend meetings and engage with residents and others. Full driving license and access to own vehicle. | XXX | X | Interview |
| **Sector specific experience** | Experience in all or some of the following will be desirable:* PR and media
* Neighbourhood Planning
* External funding/grants
* Cemetery management
* Freedom of Information Requests and Subject Access Requests
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**WARMINSTER TOWN COUNCIL**

**Application Form**

Guidance Notes for Job ApplicantsPlease complete all sections of the application form to the best of your ability and only append additional sheets when you have run out of space. **If you have any additional needs, please tell us about any adjustments we may need to make to assist you with the selection process.**

# Information in Support of your ApplicationThis is your opportunity to tell us why we should offer you the position. Please give your reasons for applying for this post and explain how you meet the person specification, in particular the essential criteria, ensuring that you give evidence and examples of how your skills, knowledge and experience meet these short-listing requirements. If further space is needed, please continue on a separate A4 sheet.

As part of the Interview process, applicants invited for interview, will be asked to prepare, and deliver a 10-minute presentation to Council Members in one of the following areas:

* Community Engagement
* Collaborative Working
* Sustainability

**The subject to be presented is the applicant’s choice and presentation aids are not required e.g., Powerpoint.**

When posts require regular travel, if you do not have a driving licence or access to private means of transport, you will need to demonstrate how you will meet these criteria.

# References

A minimum of two references is required and we would prefer them to be your two most recent employers including your current employer if you are in employment.

References will be taken up if you are the successful candidate following the interviews and will be conditional on your appointment to the post.

**Application Form- Private and Confidential**

*Please complete ALL sections in type or black ink and use only A4 size paper as continuation sheets as required.*

|  |
| --- |
| Job Details |
| Post applied for: |  |
| Where did you see the post advertised? | (This will help us with advertising future posts) |
| Personal Details |
| Surname: | Forename(s): |
| Preferred title (eg Mr/Mrs/Miss/Ms/Dr/Other): |
| Address:Post Code: |
| **Telephone numbers**Home: | Mobile:Work: |
| Personal email:(This email address will be used to communicate with you throughout the recruitment process to send acknowledgements, invitations to interview & outcomes where appropriate) |
| Immigration, Asylum and Nationality Act 2006 |
| **It is a criminal offence to employ persons whose immigration status prevents them from working in the United Kingdom. Prior to appointment, you will be required to provide evidence of a passport or other documents on the approved list to satisfy us that the Asylum and Immigration Act 1996 is being complied with.** |
| Do you require a work permit to work in the UK? If yes, please provide details: | Yes/No |

|  |
| --- |
| Relationship to any Council member/employee |
| To your knowledge, are you related to any member or employee of the council?If Yes, please provide details:***Failure to disclose such a relationship and/or canvassing will disqualify from appointment, and if appointed may be dismissed without notice.*** | Yes/No |
| Present or Most Recent Employment |
| **Name of Employer:****Address of Employer:****Post Code:** |
| **Job Title:** | **Dates employed:** |
| **Current or final salary:** | **Period of notice required:** |
| *Please give a brief outline of your main responsibilities:* |
| Previous Employment*Please list all previous employment in chronological order (most recent first)* |
| Dates from and to | Name & Address of Employer | Job Title and outline of main responsibilities | Reason for leaving |
|  |  |  |  |
| Education & Qualifications*Please give details of all educational qualifications obtained and those currently being pursued* |
| Name of School, College, University, etc | Dates attended from and to | Subjects studied / qualifications worked towards | Grades and year obtained |
|  |  |  |  |
| Training*This includes trade/professional training, government training schemes,**apprenticeships, short courses and secondments* |
| Course Title | Organisation | Dates |
|  |  |  |
| Membership of Professional Institutes |
| Institute | Level of Membership | Year of Award |
|  |  |  |
| Other Experience*Details should be given for any period not accounted for by full-time employment, education**and training, e.g. unemployment or voluntary work* |
| Experience | From/To |
|  |  |
| Information in Support of Your ApplicationIf further space is needed, please continue on a separate A4 sheet |
|  |
| References |
| **Referee 1** | **Referee 2** |
| Name: | Name: |
| Job Title: | Job Title: |
| Name of Organisation: | Name of Organisation: |
| Address:Post Code: | Address:Post Code: |
| Tel No: | Tel No: |
| Email Address: | Email Address: |
| How long have you known this person and in what capacity? | How long have you known this person and in what capacity? |
| **Please note that referees will not be contacted prior to interviews. References will be taken up once an offer has been accepted by the successful candidate.** |
| Rehabilitation of Offenders Act 1974 |
| Please give details of any “unspent” convictions as defined in the Rehabilitation of Offenders Act 1974. Unless the nature of the position permits our Interview Panel to ask questions about your entire criminal record we only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining a position with the council.  |
| Additional Information |
| Do you hold a current driving licence? Yes/NoIf YES, please state the type of licence you hold: | Are you a car owner? Yes/No If NO, do you have access to a car? Yes/No |
| Do you have any current endorsements? **Yes/No**If YES, please specify: |
| Declaration |
| I declare that the information contained in the application form is true and correct. I understand that any false or misleading information, or omissions concerning criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to dismissal without notice.**Data Protection**:If I accept employment with Warminster Town Council, I consent to my personal information being held by them for the administration of my Contract of Employment.Signed: Date:Name:*If this form has been completed electronically, please indicate your consent and, if you are appointed following an interview, please give the Chairman of the Council a signed copy to be held on the personnel file:* **Yes/No** |

**WARMINSTER TOWN COUNCIL**

**GDPR Privacy Notice for all Job Applicants**

**Introduction**

As part of any recruitment process, Warminster Town Council collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulation (GDPR).

The purpose of this privacy notice is to make all job applicants aware of how and why we collect and use your personal information, both during and after a job application process.

**What information does the organisation collect?**

The organisation collects a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information about your current level of remuneration;
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
* information about your entitlement to work in the UK; and
* equal opportunities monitoring information.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers including information from criminal records checks. The organisation will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

**Why does the organisation process personal data?**

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you. In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Warminster Town Council relies on legitimate interests as a reason for processing data and has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

**Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Council, interviewers involved in the recruitment process, managers in the department with a vacancy and IT contractors if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment.

The organisation will not transfer your data outside the European Economic Area.

**How does the organisation protect data?**

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long does the organisation keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

**Your rights**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require the organisation to change incorrect or incomplete data;
* require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
* object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
* ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.