

An exciting opportunity has arisen to join Carterton Town Council as Deputy Town Clerk and Responsible Financial Officer.

The Council is currently adapting to the challenges and opportunities created by the need to further develop as a progressive Council.

We are looking to appoint an innovative, forward-thinking, and proactive Deputy Town Clerk, to work alongside the Council and other stakeholders to deliver a range of Council services.

**CARTERTON TOWN COUNCIL**

**JOB DESCRIPTION**

**DEPUTY TOWN CLERK**

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| Job Grade: | SCP Range: 26-29 |
| Salary: | Up to 27k pa |
| Contracted Hours: | 37 hours per week  |
| Contracted Days: | Monday — Friday inclusive |
| Contract Type: | Full Time — Permanent |
| Responsible To: | Town Clerk |
| Based At: | Carterton Town Council, Carterton |
| Car User: | Casual User Only |

**Key Functions:**

* The post holder will be the Responsible Financial Officer and Amenities Officer. (Suitable training will be given to the post holder if required).
* To support and deputise for the Town Clerk
* To proactively assist in the development, promotion and implementation of the Council's policies, strategic plans and services
* To ensure that the management and administration of the Council's statutory functions, financial affairs, and projects are carried out effectively and that business continuity is maintained.
* To manage the Council’s Amenities Projects and contracts.

**Main Duties and Responsibilities**

To take responsibility for projects or activities as may be directed by the Town Clerk.

To support elected members, committees and working groups by preparing for and clerking council meetings as directed by the Clerk, ensuring accurate minutes are prepared and agreed.

To advise the elected members on the statutory duties placed on the Council and individuals and ensure that all decisions are lawful and that they are implemented.

To liaise with and represent the Council with the community, other public bodies and organisations, face to face, through the website and social media.

To work with the Town Clerk and elected members and other statutory and non-statutory groups to develop Council Services.

To assist in the management of the financial affairs of the Council, including the preparation of the annual budget, and the monitoring of income and expenditure in accordance with Financial Regulations as designated by the Town Clerk.

To be responsible for ensuring adherence to the Council's adopted Policies by staff and members

To liaise with and manage Council contractors as required

Any other duties as required and in-line with the level of the role

**Civic Responsibilities**

To establish and maintain good working relationships with Councillors, Voluntary groups, churches, community organisations, Local authorities and other relevant agencies

To deputise for the Clerk and act as a representative of the Council, at meetings with key stakeholders and positively promote the Council within the local community to ensure its continued presence in local affairs

**PERSON SPECIFICATION**

**DEPUTY TOWN CLERK**

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|  | Essential | Desirable |
| EducationalQualifications | Educated to A level or equivalent |  HND or degree, and/professional qualification |
|  | CiLCA Qualified (or willing to obtain CiLCA within 12 months of employment) |  |
| Work Experience | At least 2-years working in Local Government or similar environment | Experience of staff management |
|  | Budget management and financial planning | Knowledge of RBS accounts system |
|  | Project ManagementSkills |  |
|  | Administration of meetings | Experience of working to deadlines in a structured environment |
|  | Knowledge of local government legal and regulatory requirements | Experience of contract management |
|  | Knowledge ofEmployment Law |  |
| Skills, Knowledge and aptitude | ICT Literate and competent user of MS Office software |  |
|  | Understanding of Health & Safety |  |
|  | Communication skills: face to face, written, social media and website |  |
|  | Writing skills: able to take clear and accurate minutes of meetings; to prepare clear and concise reports, and to write general correspondence |  |
|  | Understanding of Risk Management and preparation or Risk assessments |  |
|  | Knowledge of GDPR and FOI | Well organised and able to prioritise workload |
|  | Able to work on own initiative and as part of a team | Full clean driving licence and own transport |
|  | Self-motivated and able to problem solve |  |
| Other | Committed to continuous development within the sector |  |
|  | Ability to work flexibly, including attending evening meetings and weekend events |  |