

Job title: Town Clerk to Leek Town Council

Job Purpose: To provide financial and administrative support to Leek Town Council

Reporting to: Leek Town Council

Hours: 37 hours per week

Salary: SPC 18 to 23 (£24,982 to £27,741 per annum), depending on qualifications and experience. The opportunity to join a Pension Scheme

Main place of work: Leek Town Council Office, 15 Stockwell Street, Leek, ST13 6DH

Closing date: Tuesday 4th January 2022

Interviews: Week commencing 10th January 2022

Overall Responsibilities

The Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all 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 totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval. Other than where such duties have been delegated to another Officer.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees. Other than where such duties have been delegated to another Officer.
6. 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.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
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 their own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.

10. To supervise any other members of staff as their line manager 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.

11. To monitor 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.

13. To issue notices and prepare agendas and minutes for the Town Council Meetings: to attend the Town Council meetings and to implement the decisions made at the meetings that are agreed by the Council.

14. To prepare, in consultation with the Mayor, press releases about the activities of, or decisions of, the Council. To update the town council's website.

15. To attend training courses on the work and role of the Clerk as required by the Council.

16. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.

17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council, for example, membership of The Society of Local Council Clerks.

Person Specification

| Competency | Essential | Desirable |
|---|---|---|
| Education, qualifications and training | <p>High level of numeracy and literacy Btec or Degree</p> <p>A high standard of computer literacy, including Word and Excel.</p> | <p>A Financial qualification. Certificate in Local Council Administration (CiLCA), or willingness to obtain this qualification.</p> <p>Experience of Wordpress and database programs.</p> |
| Skills and knowledge | <p>Ability to work individually, using your own initiative and working in a team.</p> <p>The ability to maintain good relations with a range of differing groups, for example, councillors, staff, business representatives, contractors, volunteers and members of the public.</p> <p>Ability to prioritise work and to set and meet</p> | <p>Experience of working in local government.</p> <p>Experience of setting agendas and recording the minutes of meetings.</p> <p>Experience of local government audit requirements.</p> |

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| | <p>deadlines.</p> <p>Excellent organisation skills.</p> <p>Experience of paying invoices, monthly accounts, budget setting, and VAT returns.</p> <p>Ability to follow instructions and procedures.</p> <p>Experience of managing staff.</p> <p>Discretion and ability to deal with confidential matters.</p> <p>Ability to communicate effectively orally, in writing and electronically.</p> | <p>Experience of risk management and insurance.</p> <p>Experience of organising large events.</p> <p>Experience of communicating with the public.</p> <p>Experience of applying for external grants.</p> <p>Knowledge of planning legislation.</p> |
| <p>Other requirements</p> | <p>To attend evening meetings and occasional work at weekends.</p> <p>Flexible and reliable and willing to work additional hours if required.</p> <p>Willingness to attend relevant training courses.</p> <p>Current driving licence and own car.</p> | |