

## **Town Clerk and Responsible Financial Officer**

### **Job Description**

**Pay Scale:** NALC paycales LC2 (above substantive) between points 29 and 32.

**Working Hours:** 37 hours per week primarily based at the Town Council Offices, 198 Westerleigh Road, Emersons Green, BS16 7AN. Some scope for flexible working and/or remote working, subject to negotiation.

#### **Overall Responsibilities**

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

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. This includes adhering to the council's Standing Orders.
2. To provide expert legal and governance advice to the council and to arrange for the enacting of all decisions resolved by the Council.
3. To take direct responsibility for overseeing the administration of the Council's financial resources in accordance with the Financial Regulations, including: the inputting of financial data onto the Rialtas system, inputting of online banking transactions, preparation of monthly bank reconciliations, quarterly VAT returns and regular monitoring of budgets by way of quarterly reporting to the Finance Committee.
4. To prepare an annual budget and precept calculations for presentation to Full Council.
5. To prepare the Annual Assurance and Governance Review (AGAR) documentation for presentation to Full Council, and to ensure that all requirements are met for public display and submission, within the set deadlines.
6. 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. To manage the Council's payroll responsibilities for its employees.
7. To proactively manage the Town Council's communications activities, including maintaining the Council's website and social media accounts, drafting regular articles/newsletters and publishing the work of the Town Council widely within the community.

8. To ensure that the Council's obligations under Health and Safety legislation and that Risk Assessment procedures are adequate and enforced.
9. To maintain the Council's Asset Register.
10. To ensure that all Town Council insurances are adequate and regularly reviewed.
11. To attend evening meetings and occasional weekend work for which time off in lieu will be given.
12. To prepare and publish agendas for meetings of the Council and Committees. To attend such meetings, as appropriate, and prepare minutes of the Council meetings for approval.
13. To receive correspondence (in all formats) and documents on behalf of the Council and to deal with the correspondence or documents after consultation with the portfolio holder 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.
14. To take direct responsibility for the supervision, direction, co-ordination or training/development of other Council employees. The work involves the allocation of work to a small group or team, checking of work, and the direction of staff, including, where appropriate, on-the job training.
15. To ensure all Council physical resources are adequately managed by liaison with all associated parties. This may include the procurement and management of service providers and contractors as per devolved powers or as the result of decisions made by the Council
16. 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.
17. To draw up both on his/her 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.
18. To manage projects, and events, as may be instigated by the Council.
19. To monitor, and regularly review, the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications. To draft any new policies that may be required.
20. To act as the representative of the Council as required.
21. To issue notices and prepare agendas, attend and prepare minutes for the T Meeting.
22. To prepare, in consultation with the Chairman or relevant portfolio holder/Committee, press releases about the activities of, or decisions of, the Council.
23. To hold, or achieve within 24 months of employment, the SLCC Certificate in Local Council Administration (CiLCA). To attend training courses or seminars on the work and role of the Clerk as required by role.
24. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

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### Job Specification

ATTRIBUTE	DESCRIPTION	ESSENTIAL	DESIRABLE
Education	Good general education with a minimum of 4 GCSEs to include English and Maths grade C and above, or equivalent	✓	
	Educated to A level or equivalent	✓	
	Relevant level 4 or above qualification e.g. public administration, business, finance, legal		✓
	A recognised finance qualification		✓
	A recognised qualification in H&S (such as IOSH)		✓
	The Certificate in Local Council Administration (CiLCA) or the willingness to work towards after 6 months in post		✓
Experience	At least three years' experience in a similar role	✓	
	Experience of leadership	✓	
	Project Management, delivering results to an agreed timescale and within budget		✓
	Managing and developing staff	✓	
	Developing solutions to a range of practical and technical problems	✓	
	Experience of customer service	✓	
	Independent decision making, applying judgment to refer decision making where necessary	✓	
	Acting in an advisory capacity to councillors/non-executives or similar	✓	
	Significant public sector experience	✓	
	Experience within Town/Parish councils, including practical experience of local government financial procedures		✓
	Experience of conducting surveys and analysing results		✓
	Experience of public engagement		✓
	Excellent organisational, analytical and administration skills	✓	
	Excellent written communications, including report writing and articles	✓	
Knowledge/skills	Proficient in Microsoft O365, including Word, Excel and Forms	✓	
	Experience of budget planning and setting, financial control, payroll, VAT, keeping accounts and generating financial reports	✓	
	Knowledge of RBS Omega accounting software		✓
	Good working understanding of H&S legislation and managing H&S provision accordingly, including risk assessment	✓	
	Working knowledge of employment legislation		✓
	Procurement (in line with public contracts regulations) and contract management	✓	
	Ability to communicate effectively to present views positively	✓	
	Ideally, knowledge of the legal framework within which Town and Parish Councils operate. Alternatively, experience of investigating and interpreting general legislation		✓
	Web administration skills and social media skills	✓	

	Experience of Town/Parish Council governance, including the AGAR process, audit requirements and transparency regulations.		✓
	Knowledge of GDPR regulations and FOI/SAR requests	✓	
	Ability to deal with a wide range of people in an impartial, diplomatic and professional manner.	✓	
	Strong negotiation and mediation skills	✓	
Behaviours and characteristics	Ability to remain calm under pressure	✓	
	Ability to work independently	✓	
	Willing to undertake appropriate training to meet the requirements of the Clerk/RFO role	✓	
	Flexible team-player and supportive line manager	✓	
	Ability to attend evening meetings when required	✓	
	Personal integrity, honesty and trustworthiness	✓	