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**JOB DESCRIPTION**

**Title:** Town Clerk and Responsible Finance Officer

**Located:** The Town Hall, East Street, Wareham, BH20 4NS

**Reporting to:** The Town Council

**Salary:** LC3 SCP 42 – 45 £46,662-£50,074 (depending on qualifications and experience)

**Job Purpose**

The Town Clerk and Responsible Finance Officer (RFO) 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 to serve or issue all the notifications, required by law of a local authority’s Proper Officer and to ensure that all provisions governing or affecting the running of the Council are observed. The Town Clerk will be totally responsible for ensuring the implementation of all instructions of the Council in connection with its function as a Local Authority.

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 and in particular to provide the information required for making effective decisions. The Town Clerk will implement constructively, and subsequently monitor the effectiveness of all the Council’s decisions and policies.

**Main Duties**

1. To build a team and effectively lead and motivate all Council employees. To ensure that appropriate supervision, instructions and training is provided, delegating as necessary, and monitoring performance to ensure a high level of service delivery to the residents and businesses of Wareham and to its visitors.
2. To advise the Council on the development and adoption of appropriate policies relating to conditions of employment, employee performance appraisal, job evaluation systems and disciplinary procedures.
3. To attend evening meetings of the Council and its Committees as required and occasionally at weekends to attend civic functions. Time off in lieu will be available, by agreement with designated Councillors, for additional hours worked.
4. To ensure that agendas and draft minutes for approval by the appropriate Chairman and relevant reports for all meetings are prepared in a timely manner and to attend such meetings or delegate to another officer.
5. To maintain up to date the Town Council’s Register of Assets, undertake periodic reviews and advise the Council on medium to long-term action.
6. In liaison with the Finance Assistant, to ensure that such assets are properly and adequately insured and that cover is in place for public and other liabilities, reviewing annually and implementing or recommending changes to the Policy Resource & Finance Committee.
7. To receive correspondence and documents on behalf of the Town Council and to take advice and, if necessary, advise on the most appropriate actions required.
8. To ensure the maintenance and security of all the Council’s information and legal records, and to be the Responsible Officer under the Freedom of Information Act and General Data Protection Regulation.
9. To be aware of changes in legislation, statutory regulation and codes of practice and advise on the potential impact, consequences and actions required by the Town Council.
10. To ensure that the Council’s finances are properly and effectively managed and funds invested in accordance with Council policy to produce and maintain the financial stability and viability of the Council. Be responsible for maintaining effective financial controls and systems to prevent fraud, misappropriation or waste of Council funds.
11. To ensure that the Finance Assistant monitors and balances the Council’s accounts and prepares records for audit purposes, VAT and reports for Council and Committees.
12. To manage such projects as the Council may from time to time undertake.
13. To maintain a library of the various leases on which the Town Council is a signatory, liaising regularly with tenants as appropriate and undertaking rent reviews as required.
14. As RFO to provide professional advice to the Council, prepare the annual revenue, expenditure and capital budgets for submission to the Council and initiate forward planning, forecasting and general financial advice.
15. To review and keep up to date all of the Town Council’s legal, operational and management frameworks, including health and safety practices and risk assessments, codes of practice and procedures, and ensure the Council is managed in a lawful, efficient and cost effective manner.
16. To identify and plan for future maintenance and replacement of and improvements to the Council’s property portfolio, vehicles and equipment in liaison with the Finance Assistant and to undertake regular tours of the Council’s area of responsibility to identify asset maintenance requirements and any areas of the Town which may require attention.
17. To plan and assist in the organisation of civic functions and formal ceremonies.
18. To support the activities of the Town Museum.
19. To act as the Council’s Public Relations Officer and to provide advice to Members on all public relations matters. To ensure the Council’s website is current and provides quality and relevant information to the public.
20. To liaise with Dorset Council Members and Officers as appropriate in the discharge of duties and act as a representative of the Council as required.
21. To maintain confidentiality at all times on matters deemed confidential by the Town Council.
22. To undertake such other duties as may be required from time to time commensurate with the level of the post.