

**Town Clerk and RFO**

An exciting opportunity has arisen for a community minded and motivated individual to join **Carterton Town Council** as their new **Town Clerk and RFO** to undertake this interesting and varied post supporting a highly ambitious Town Council. The successful candidate will be highly motivated and proactive with excellent organisation, leadership, and administrative skills.

The successful candidate will have the ability to develop staff, manage resources effectively and have a good knowledge of local government policies and procedures as well as an understanding of the issues facing the public sector.

**Key Qualifications and Experience:**

1. Experience of working in Local Government
2. Certificate in Local Council Administration (CiLCA), qualified or prepared to complete the CiLCA course within 12 months of appointment
3. Possess the skills to perform the Responsible Financial Officer role

Application deadline: 22nd April 2022 5pm

Job Type: Full-time, Permanent, 37 hours per week, located at the Town Hall,

19 Alvescot Road, Carterton, OX18 3JL.

Salary: From £41,591 - £44,624 (SCP 37-40) per annum

**If you wish to apply for this role, please submit a CV and a covering letter to the Deputy Town Clerk: Miss Kay Linnington, via email to** **klinnington@carterton-tc.gov.uk**

**Please see the attached Person Specification and the Job Description.**

**Previous applicants need not apply.**

# **Person Specification**

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| --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** |
| Educated to at least A level or equivalent, |  |  |
| Cilca qualification or the equivalent Local Policy Studies/Community Engagement and Governance certificate from the University of Gloucestershire or SLCC |  |  |
| A recognised qualification in Management and Leadership |  |  |
| A recognised qualification in Project Management (or will study for one) |  |  |
|  |  |  |
| **Knowledge & Skills** |  |  |
| Excellent written and oral communication skills |  |  |
| Strong analytical skills |  |  |
| Ability to manage and implement change |  |  |
| Managing meetings within set regulations and to a predetermined agenda |  |  |
| Ability to communicate complex issues to a range of audiences including non specialists |  |  |
| Use of IT systems including Microsoft Office |  |  |
| Knowledge of Social Media  |  |  |
| Ability to build effective working relationships with Council members, staff and a range of stakeholders |  |  |
| Knowledge of the statutory duties of a Town Council |  |  |
| Knowledge of current employment and Health and Safety legislation |  |  |
| Practical experience of financial procedures |  |  |
| **Work Experience** |  |  |
| At least 3 years experience in a similar role |  |  |
| Experience in a leadership role  |  |  |
| Procurement of goods and services within predetermined budgets |  |  |
| Project Management, delivering results to an agreed timescale and within budget |  |  |
| Managing and developing staff |  |  |
| Independent decision making, applying judgment to refer decision making where necessary |  |  |
| Delivery of agreed corporate objectives |  |  |
| **Behaviours and Characteristics** |  |  |
| Focussed on solutions rather than problems |  |  |
| Ability to work flexible hours including some evening meetings where required |  |  |
| Hold a full driving licence |  |  |
| Strong interpersonal, negotiating and mediating skills |  |  |
| Confident in speaking and presenting in public |  |  |

**Job Description Town Clerk and Responsible Financial Officer-Carterton Town Council.**

**Overall Responsibilities**

The Town Clerk is 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 all the notifications required by law of a local authority’s Proper Officer.

The Town Clerk is the designated Responsible Finance Officer (RFO) and as such is under a statutory duty to carry 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.

The Town 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 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 produce all the information required for making effective decisions and to implement constructively all decisions. The Town Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

**Specific Statutory Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.

2. To prepare, in consultation with appropriate Members, agendas for meetings of the Council and its Committees and working parties. To attend such meetings and prepare minutes for approval, except where such duties may have been delegated to another Officer.

3. To ensure all Council services are delivered in an efficient and effective manner, and in accordance with Council policy, and to oversee asset management, including land.

4. To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.

5. To study reports and other data on activities of the Council and on matters relating to 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.

6. To draw up both on his/her own initiative, and as a result of suggestions from Members, proposals for consideration by the Council and to advise on the practicability and the likely effects of specific courses of action.

7. To ensure that the Council’s obligations for Risk Assessment are properly met.

8. To prepare, in consultation with the appropriate Chair as necessary, press releases about activities and decisions of the Council.

9. 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.

10. To manage and supervise any other members of staff in keeping with the policies and procedures of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of staff, including identifying and meeting training needs.

11. To act as a representative of the Council as required.

**Statutory Financial Responsibilities**

1. 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.

2. 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.

4. Advising the Council and its Committees on and preparing the annual budget estimates of income and expenditure for revenue services, project and annual precept requirements.

5. Monitoring and managing the Council’s budget and expenditure and income and providing the Council with monthly updates.

6. To manage the Council’s contractor who delivers accountancy services.

**Service and Operational Responsibilities**

1. To ensure the efficient running of the Town Council office, reviewing and monitoring systems, processes, and procedures, and updating where appropriate, making best use of appropriate information technology.

2. To oversee the development and administration of the Council’s website and social media presence.

3. To liaise with contractors regarding the procurement and fulfilment of contracts, the provision of services, and the maintenance and repair of Council assets.

4. To manage and monitor service level agreements and contracts for services in relation to the functions and services of the Council.

5. To organise and oversee Council events.

6. To act as a representative of the Council as required, including attending meetings with key stakeholders, positively promoting the council within the local community and being the Council’s public-facing contact.

7. To manage the Council’s officers.

**Other Responsibilities**

1. To attend training courses or seminars on the work and the role of Town Clerk/RFO as required by the Council.

2. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council, as required by the Council.

3. To work towards the achievement of the status of Qualified Clerk (if not already achieved) as a minimum requirement for effectiveness in the position of Town Clerk.

4. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

5. To carry out any other relevant duties which may be assigned from time to time by the Council.