



The Harlington
236 Fleet Road
Fleet
GU51 4BY

Telephone: 01252 625246

Email: clerk@fleet-tc.gov.uk

Fleet Town Council Clerk and Responsible Finance Officer Job Description and Personal Specification

SALARY SCALE:	Circa £50k Subject to Experience
HOURS:	37.5 hours per week (including regular evening meetings)
REPORTING TO:	Full Council via Chairman
RESPONSIBLE FOR:	All Council Staff – see attached staffing structure
CONTRACT:	Permanent (subject to satisfactory completion of probationary period)

The Place

Fleet is situated in the northeast corner of Hampshire, less than 40 miles from London and with high-speed rail and motorway links to both the capital and the south coast. It is the administrative and commercial centre of the District of Hart and is surrounded by thriving towns, including Basingstoke, Camberley, Guildford, Reading and Winchester, as well as many rural villages. It is also lucky enough to be surrounded by 84 square miles of green spaces, as well as having Fleet Pond and the Basingstoke Canal on its doorstep. Fleet is one of the more prosperous parts of the UK and is known as “one of the safest places to live in the UK, enjoying high earnings and low crime” (Halifax Quality of Life Survey). Given its position, it is unsurprising that Fleet’s population of c23,000 is growing rapidly with the addition of many new developments continuing to be built adjacent to the town. Fleet is therefore changing as these new residents look towards the town centre as an important community hub as well as for entertainment, leisure and retail.

Fleet Town Council has developed a Neighbourhood Plan 2018 - 2032, which following a successful referendum in October 2019, is now referenced by the local Planning Authority, Hart District Council, in its planning decisions for the town. The Vision for the Fleet Town Council area, proposed within the Neighbourhood Plan is to *“Create an accessible, sustainable, green town with an active population and a vibrant business, cultural and community focus”*

An attractive employment package will be offered to the successful applicant for this important role, including possible assistance with relocation, if appropriate.

The Role

The Town Clerk is the Proper Officer of the Council and as such is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law. The Town Clerk will advise the Council on and assist in the formation of overall policies to be followed in respect of the Councils activities and in particular to produce all the information required for making effective decisions. The person appointed will be responsible for the management of staff and resources and will take the lead on the Council’s major projects. The Council also delegates its responsibilities to the Clerk for Health and Safety in the workplace.

The Town Clerk, under section 151 of the Local Government Act 1972 is also the Council’s designated Responsible Financial Officer. This means they effectively manage and monitor the Council’s finance, advise the Council on a financial strategy that meets its finance and policy objectives and ensure that its accounts and administrative procedures comply with the requirements of Accounts and Audit and other relevant regulations.

Key Tasks and Responsibilities

Strategic Responsibilities

1. To assist the Council to develop and implement a strategic vision for Fleet and to develop the appropriate performance management methods to monitor their progress.
2. To regularly review the achievements and objectives with the Council and work with the Chairs of the appropriate committees to develop action plans to deliver objectives.
3. To regularly monitor and review and update council's policies, financial processes and procedures as written in the Town Council Financial Regulations, and ensure compliance with council's statutory responsibilities, financial regulations, and other council policy on all financial matters.

Staff Responsibilities (see separate staff structure)

1. To line manage other members of staff in keeping with the policies of the Council which includes both direct and indirect supervision.
2. To ensure effective delegation and allocation of responsibilities and activities to members of staff.
3. To ensure the appropriate training of staff and updating of skills to match their responsibilities and duties in the light of annual appraisals and regular monitoring.
4. To undertake all the necessary activities in connection with the recruitment of staff, the management of salaries and conditions of employment.
5. To advise members on staffing and the staff structure as necessary in order to meet the objectives of the Council.

Statutory Responsibilities

1. To ensure that all statutory and other provisions governing or affecting the running of the Council are observed.
2. To advise the Council in relation to its legal obligations including those as an employer and a service provider, and in relation to Health & Safety
3. To alert Members of Council to changes in respect of their statutory and other responsibilities as Councillors and act as advisor to members on such matters as required.

Financial Responsibilities

1. To ensure that all the statutory duties are carried out in accordance with the prescribed timescales
2. To ensure that the Council's annual budget is set and managed.
3. To ensure that best practice is followed, and suitable systems, procedures and controls are in place to minimise risk and ensure council financial affairs are well managed.
4. To prepare financial reports for Council, Committees, and other project working groups. These

reports will cover budget monitoring, fund balances, income and expenditure, assets and liabilities, monitoring of reserves, projections and other relevant current matters.

5. To submit the Council's precept request to Hart District Council and supply any breakdown request.
6. To prepare and submit the Annual Governance & Accountability Return and supporting paperwork for approval by the Town Council and subsequently internal and external audit. To carry out liaison with auditors.
7. To identify sources of external funding for projects and partnership work. To carry out the necessary research to write and submit funding bids to grant making organisations, including partners and/or stakeholders as required.
8. To check the submission of quarterly VAT returns and to deal with VAT inspections.
9. To verify and code (i.e. allocate to expenditure heads) suppliers' invoices prior to certification for payment.
10. To manage and maintain the council's risk register and advise council accordingly.
11. To arrange council insurance and process claims as necessary. To report annually to the Policy and Finance Committee on uninsured risks.
12. To manage and oversee the arrangements for ensuring quotations, tenders and contracts are issued in accordance with financial regulations.

Asset Management Responsibilities

1. To oversee the management of the Council's property portfolio and tenant relationships, which currently includes The Harlington, Ancells Farm Community Centre, Fleet Cemetery, Oakley Park, The Views, Calthorpe Park, Ancells Farm Park, Basingbourne Park, 2 Edenbrook Play areas, and several other public open spaces and play areas and the War Memorial.
2. To ensure that the Council has a programme of planned maintenance and inspection and that all statutory duties of a service provider, property owner and landlord are fulfilled.
3. To ensure that the appropriate terms and conditions, policies and agreed working practices for the hire of facilities are in place and that the Council provides a high quality of service for its customers.
4. To ensure that Council's obligations regarding health and safety and premises management are fully met and appropriate systems, records and procedures are in place.

Administrative Responsibilities

1. To ensure that the Council's standing orders and financial regulations are reviewed regularly and in particular to ensure that any changes required by changes in the law, guidance or best practice are implemented. (See Committee Structure and delegation information)
2. To ensure the efficient running of the Town Council offices, reviewing processes and procedures and updating where necessary, making best use of appropriate technology.
3. To ensure the preparation and circulation of agendas and supporting documentation for

meetings of the Council and all its committees and working groups as necessary and to ensure the preparation and circulation of minutes, notes and reports for approval.

4. To research matters of interest to the Council, taking advice from specialists in particular fields and to prepare reports for circulation and discussion by the Council
5. To recommend when external specialist advice is needed and to ensure that the information is placed before the Council to assist members in making decisions
6. To receive correspondence and documents on behalf of the Council and to bring all relevant items to the attention of the members. To issue correspondence as a result of instructions of, or the known policy of the Council
7. To ensure the proper maintenance and safe custody of all Council records, deeds and documents.

Communications

1. To act as the Council's representative as required, including attending meetings with key stakeholders and promoting the Council within the local community.
2. To liaise closely with other Town and Parish Councils and public bodies and where appropriate, to participate in joint activities.
3. To represent the Council to members of the public and ensure that enquiries are dealt with sensitively, diplomatically and in a timely manner.
4. To ensure management and maintenance of the Town Council websites and social media accounts and preparation of the Councils newsletter
5. To prepare press releases about the activities of the Council and to respond to ad hoc enquiries from the press, acting as Council Spokesperson and making press statements as required.
6. To prepare for the Annual Town Meeting, ensuring that it provides an opportunity for local residents to participate
7. To ensure that relevant information on the Council and other related matters is made widely available to members of the public through traditional means such as newsletters and noticeboards and also making best use of technology.
8. To oversee the promotion of council's work and services to the local community and to ensure that the community are engaged and consulted on matters of importance to them.

Partnerships

1. To develop a positive approach to partnership working, which supports the aims of the council, furthers local priorities, working with a broad range of stakeholders and organisations to achieve this.
2. To provide appropriate support to a range of community projects, events and initiatives.
3. To manage and administer the Council's service level agreements. To include tendering, contract management, monitoring and relationship management.

Projects

1. To have an overview of all Council projects and initiatives and to take the lead on managing council projects, overseeing project plans and resources, and ensuring that appropriate progress monitoring and reporting measures are in place.

Personal Development

1. To attend training courses or seminars on the work and the role of the Town Clerk as required by the Council
2. To seek out opportunities for personal development and self-improvement and to continually develop professional skills and knowledge

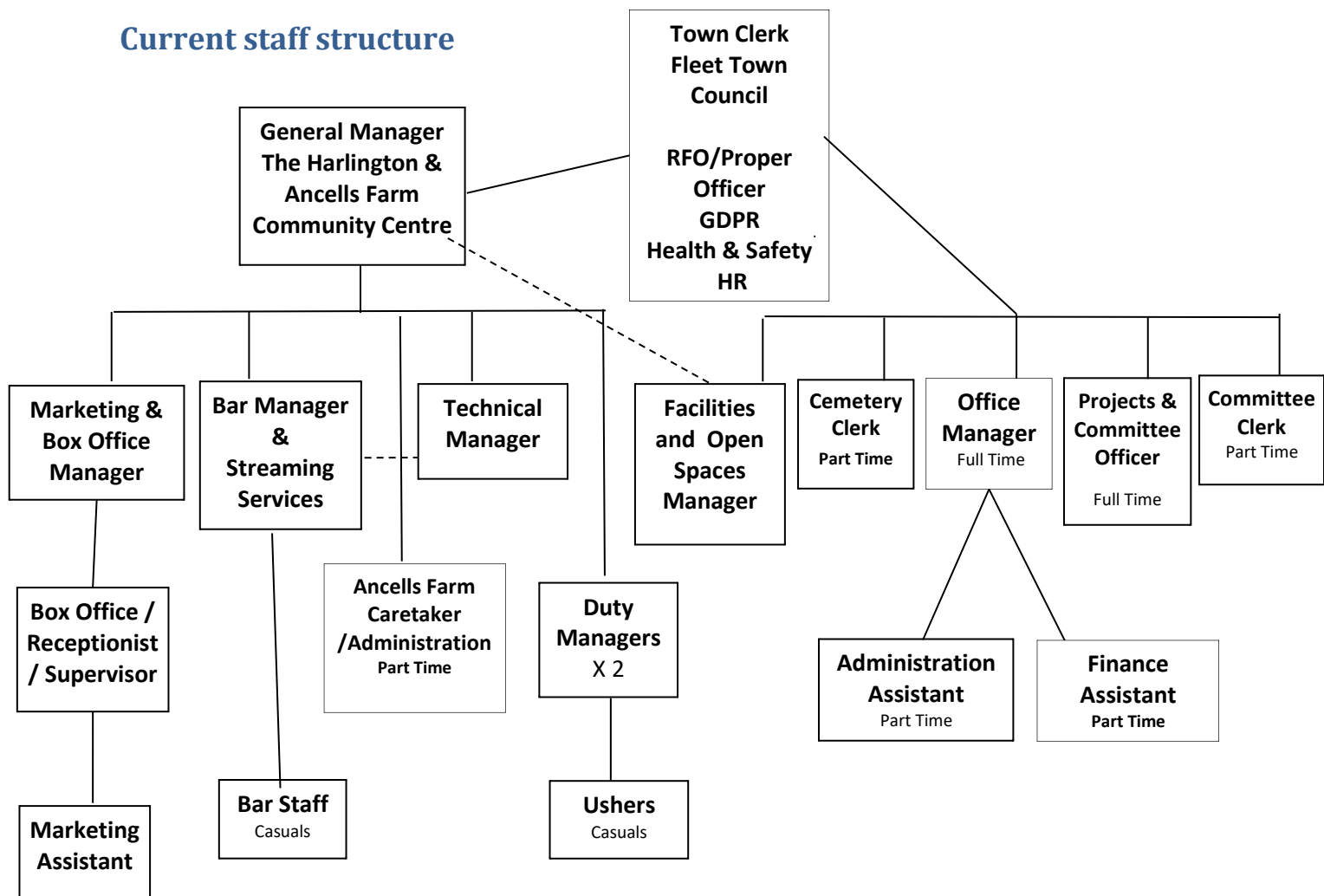
Other Responsibilities

To undertake such other responsibilities and functions as may be required from time to time by the Council, commensurate with the duties and responsibilities of the post.

This document, whilst outlining the duties which it is anticipated will be undertaken by the post holder, indicates mainly the level of responsibility. It is not a comprehensive and exhaustive list, and the duties may be varied from time to time by the Town Council.














Fleet Town Council has an ongoing commitment to the development of its staff. To facilitate this, staff will be encouraged to update their skills and competencies as and when required

Current staff structure



Personal Specification

Qualifications	Essential	Desirable
Educated to degree level or equivalent		
Educated to at least A level or equivalent,		
Cilca qualification (inc.FILCA) or the equivalent Local Policy Studies/CommunityEngagement and Governance certificate from the University of Gloucestershire or SLCC		
A recognised qualification in Management and Leadership		
A recognised qualification in Project Management		
Knowledge & Skills		
Excellent written and oral communication skills		
Strong analytical skills		
General administration skills		
Project Management 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		
Ability to anticipate future needs as well as deliver on current priorities		
Use of IT systems including Microsoft Office		
Social Media Skills		
Ability to build effective working relationships with Council members, staff and a range of stakeholders		
Knowledge of the statutory duties of a local council		
Knowledge of current employment and Health and Safety legislation		
Practical experience of local government financial procedures		
Work Experience		
At least 3 years experience in a similar role		
Experience of a leadership role in a complex organisation		
Experience of managing a property portfolio		
Procurement of goods and services within predetermined budgets		
Project Management, delivering results to an agreed timescale and within budget		

Managing and developing staff		
Leading a team, inspiring and empowering colleagues		
Developing solutions to a range of practical and technical problems		
Experience of working in a successful customer service environment		
Independent decision making, applying judgment to refer decision making where necessary		
Delivery of agreed corporate objectives		
Behaviours and Characteristics		
Focused on solutions rather than problems		
Ability to work flexible hours including evenings and weekends where required		
Ability to inspire confidence in key stakeholders		
Ability to motivate and inspire staff to drive up standards		
Hold a full driving licence		
Strong interpersonal, negotiating and mediating skills		
Confident in speaking and presenting in public		
Energy, enthusiasm, flexibility and commitment	