

**Elstree and Borehamwood Town Council**

**Job Description**

**Town Clerk and Responsible Finance Officer**

**Grade:** NJC 50-54

 London Fringe Allowance and agreed Car Allowance

 Local Government Pension Scheme

**Responsible to:** The Town Council (Corporate Body)

**OBJECTIVES OF THE POST**

The Town Clerk is the Proper Officer of the Council. The post-holder is responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out and is required to advise the Council on, and assist in the formation of, overall policies for all Council activities: in particular to produce all information required to assist the Council to make effective decisions. The post-holder is also required to implement all Council decisions and is accountable to the Council for the effective management of its resources, reporting to the Council as required.

**DUTIES**

**Policy Advice and Monitoring**

* To make a major contribution to the formulation, development, revision, monitoring and review of the Town Council’s objectives and its strategies for achieving these
* To undertake research analysis (e.g. policy and resources implications and costs) and to report and advise the Council accordingly
* To make suggestions for the revision and amendment of Council policies and procedures, where these will be beneficial to the town, the administration of the Council and/or the appropriate conduct of Council business
* To study data on activities of the Council and on matters bearing on these activities and making appropriate enquiries
* To monitor the implemented policies of the Council to ensure they are achieving the desired objectives and where appropriate suggest modifications
* To be responsible for the custody of all correspondence and documents concerning the Council

**Management and Administration**

* To manage all resources, properties (including lettings) and activities of the Council to satisfy customer needs and meet any targets set.
* To take overall responsibility for the preparation, in consultation with appropriate Members, agendas, when required for meetings of the Council, its committees, sub-committees, working groups and any other meetings (e.g. Transport and Community Safety Forum, International Affairs Sub-Committee and Sustainable Transport Sub-Committee). This includes responsibility for organising the Annual Town Meeting and, in consultation with the Mayor, all arrangements in relation thereto. To attend and advise Members at all such meetings and to arrange for accurate Minutes of the meeting to be recorded.
* To receive and process correspondence and documents on behalf of the Council and bring such items to the attention of the Council or appropriate committee or Mayor as appropriate.
* To act as proper Officer of the Council and carry out all the functions and responsibilities in relation to that office. The Clerk will be totally responsible for ensuring that lawful instructions of the Council in connection with its functions as a Local Authority are undertaken expeditiously.
* Contribute proactively to new initiatives and projects and ensure that they are implemented as determined by the Council.
* Promote public participation, quality and equality.
* Support Town Councillors in carrying out their role.
* To establish and maintain in good order all records relating to the Council and its committees (e.g. Minutes, Declarations of Interest, etc) and to comply with all statutory requirements relating thereto.
* To ensure, with Members, that the Council fulfils its obligations and responsibilities with regard to Best Value and other Government legislations.
* To manage the Council offices, overseeing its maintenance and letting of accommodation as appropriate.
* To arrange the annual cycle of meetings for approval by Council.

**Staffing**

* To advise Members on staffing levels and deployment.
* To be responsible for interviewing and appointment of staff in accordance with Council policies.
* To act as the Senior Manager in respect of the Council’s workforce, supervising any other members of staff and undertaking all necessary activities in connection with the management of salaries, conditions of employment and work of other staff and compliance with Health and Safety regulations.
* To lead, manage and develop staff setting objectives, reviewing performance and considering training needs.
* To deal with grievance and disciplinary matters, reporting to the Policy Committee as appropriate in accordance with the Council’s grievance and disciplinary rules.
* To identify staff training needs and to be responsible for ensuring that these needs are addressed.
* To be responsible to undertaking staff appraisals on an annual basis, in accordance with Council policies.

**Contracts**

* To be responsible for the drawing up of specifications and contracts. To advise Members on, and appointment, of contractors.
* To be responsible for the monitoring of contracts, ensuring that contract terms and conditions are met and that the contract variations are properly authorised.
* To handle any contract disputes.
* To process contractor payments.

**Finance**

* To act as the Council’s Responsible Financial Officer (RFO).
* To effectively manage and monitor the Council’s finances and to advise the Council on a financial strategy that will meet its declared financial and policy objectives.
* To ensure that the Council adheres to its published Financial Regulations at all times.
* To advise on the calculation of the budget requirements and to issue the annual Precept.
* To make appropriate banking arrangements and to be responsible for maintaining the financial records of the Council and the administration of its finances.
* To prepare and produce reports as required by the Council.
* To make appropriate insurance arrangements.
* To undertake preparation of statutory and other accounts. To make appropriate arrangements for the annual audit of accounts, liaising as necessary with the External Auditor, Internal Auditor and HM Revenue & Customs.
* To manage the Town Council’s Community Grants and Community Infrastructure Levy (CIL) receipts and awards/payments made through this scheme

**Planning**

* To observe and adhere to the planning consultation process adopted by the Council.

**Mayoral and Civic Related Matters**

* To advise the Council on the developments of the office of Mayor and to assist the incumbent in the performance of his/her public duties.
* Be responsible for the safe-keeping of the civic insignia and all associated assets of the Town Council.

**General**

* To propose and be responsible for appropriate IT strategies for approval by the Council.
* Liaise as appropriate with the National Association of Local Councils and any other appropriate body for advice and assistance in relation to any Town Council matter.
* To represent the Council as required at local multi-agency meetings, public meetings, seminars and other events.
* To prepare, in consultation with committee chairpersons or the Mayor, press releases about the activities or decisions of the Council.
* To attend training courses on the work and role of the Clerk as required by the Council, and in accordance with identified training requirements.
* To act as the Council’s competent person for health and safety matters on a day-to-day basis.
* Such other duties as the Council may reasonably require from time to time which are reasonably consistent with the duties, grading and character of the post.
* To participate in the Council’s performance management process.
* To be the responsible data protection officer.
* To be the safeguarding officer
* To be aware of the Council’s commitment to equality and diversity and to enforce the Council’s policies in this area.

[End]