



JOB DESCRIPTION

Job Detail: Town Clerk and Finance Officer

Accountable to: The Council as the body corporate.

Location: Normally at the Town Hall, Earl Road, Mold, but at other Council sites as considered necessary, as well as remote working.

Level and Purpose of the Post:

The Clerk & Finance Officer 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 & Finance Officer 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 & Finance Officer 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 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 & Finance Officer will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Main Duties and Responsibilities:

- To undertake duties as the Council's proper officer;
- To ensure compliance with legal, statutory and other provisions governing or affecting the running of the Council;
- The preparation of agendas for meetings of the Council, Committees and sub-committees;
- Attendance at meetings of the Council, Committees and sub-committees and other partnership arrangements as necessary, other than where such duties have been delegated to another officer;
- To arrange and attend Civic and other external events and advise on Civic protocols and ceremony;
- To ensure effective working relationships with the Mayor, Chairman of Committees, Councillors and external organisations;



- To positively promote the Town Council with residents, visitors, stakeholders and external partners;
- To provide minutes and other statutory records of all meetings and to take such action as is required by resolutions, recommendations and instructions of those meetings in accordance with the Council's Standing Orders and Financial Regulations;
- To issue notices, letters, emails and other documents required by the Council and to be responsible for ensuring the timely compilation and issuing of statutory notices of meetings, agendas, reports, minutes, etc;
- To oversee the delivery of external contracts in respects of health and safety, risk assessments, ground maintenance, and other contracts entered into by the Council;
- To be responsible and accountable for other staff, acting in a managerial capacity, monitoring performance, supporting professional development, and undertaking the annual appraisals;
- To be responsible for the day to day management of all the Council's land, buildings and property together with health and safety and risk management;
- To be responsible for the operational management of Council functions, services, activities and events;
- To act as the Responsible Finance Officer, for the management of budgets, assets, and resources in terms of all operational matters;
- To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
- 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.
- Overseeing the communications, publications and consultations of the Council;
- Ensuring effective relationships with the media and taking responsibility for issuing Press reports, social media, etc. in consultation with the Mayor, as appropriate;
- To be the Council's Lead Officer for current and future projects and preparing the Council's forward planning strategy;
- To attend training courses on the work and role of the Clerk as required by the Council.

These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the Council to respond effectively to the changing requirements of the local council sector and changes affecting the Town Council and its workforce.



PERSON SPECIFICATION

ESSENTIAL KNOWLEDGE AND SKILLS

Experience and knowledge of Local Councils and Local Government

- Experience and / or knowledge of Local Councils with an appreciation of the role and strategic importance of local councils within Local Government and the issues they face;
- A degree or professional qualification in a relevant discipline;
- To hold the Certificate in Local Council Administration (CiLCA) or be prepared to work towards attaining it.
- An ability to effectively work with, and support, Councillors within a political environment;
- Ability to operate impartially in a political environment;
- Experience representing an organisation in high profile and formal settings;
- Experience in organising and carrying out the administration of statutory and other business tasks;
- Strong leadership and management skills; including the ability to motivate staff and help them develop;
- A knowledge of financial planning and management;
- The ability to work under pressure whilst balancing conflicting demands and find acceptable ways forward to meet targets and deadlines;
- Demonstrable skills and experience to clearly impart information with the flexibility to adapt to different audiences through a range of means including written and in person, and both formal and informal;
- Proven research and communication skills in particular, public engagement, communications, reports, surveys, and business and project plans;
- A commitment to customer care and equal opportunity in employment and service delivery;
- To be computer literate.



Other Personal Skills

- Self-motivated;
- Excellent organisational skills;
- Committed to ongoing CPD;
- Flexibility for evening and occasional weekend working;
- Car driver and owner.

DESIRABLE KNOWLEDGE AND SKILLS

- Familiarity with IT software for Local Councils;
- Broad experience of delivering events and community-based engagement activities.
- Experience as a Proper Officer, or Deputy, within a local council (or similar);
- Experience in managing a portfolio of assets;
- Experience in organising and supporting Civic and Ceremonial Public Service roles;
- Experience of the management of change to bring about continuous improvement;
- Experience in promotion, public relations and working with the media;
- Experience of preparing and presenting detailed agenda, minutes and reports;
- Experience of working in a collaborative way with other organisations within a local community;
- Experience in delivering compliance with successful implementation of risk assessment and health and safety frameworks;
- The ability to speak Welsh;
- To have an appreciation of Mold's Welsh Culture