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**Westgate on Sea Town Council**

**SPECIMEN JOB DESCRIPTION –**

**TOWN CLERK/RFO TO THE COUNCIL**

**Overall Responsibilities**

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

**Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT or to monitor the work of a designated other officer, designated as the Responsible Financial Officer.
3. 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.
4. To ensure that the Council's obligations for Risk Assessment are properly met.
5. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval. Other than where such duties have been delegated to another Officer.
6. To attend all meetings of the Council and all meetings of its committees and sub-committees. Other than where such duties have been delegated to another Officer.
7. 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 ensure Council’s documents are kept safely and area accessible for inspection. To issue correspondence as a result of instructions of, or the known policy of the Council. To ensure compliance with Data Protection and Freedom of Information Acts.
8. To study reports and other data on activities of the Council and on matters bearing on 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.
9. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff. To conduct annual appraisals for employees and review job descriptions at the appraisal meeting. To monitor absence of employees. To implement recruitment of newly agreed roles or replacement for positions where required.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications. To ensure that the appropriate governance of the Council, including Standing Orders and Financial Regulations are observed.
12. To act as the representative of the Council as required.
13. To issue notices and prepare agendas and minutes for the Annual Town Meeting: to attend the assemblies of the Annual Town Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
14. To prepare, in consultation with the Chairperson, press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Clerk as required by the role. To maintain the recording of Continuous Professional Development, in order to retain status as Town Clerk and continue development.
16. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
17. 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 and where time permits.
18. To manage Town Council events and ceremonial duties as required.
19. To be the focal point of contact with outside local and national organisations, agencies, Town and Parish Councils in relation to Council collaboration and engagement.
20. To liaise with local community groups and nurture relationships to promote Town Council and services. The Clerk should advise Council on what steps are necessary to ensure the resilience of the Council and community it serves.
21. To coordinate projects and initiatives to the full resolution with the cooperation of the appointed Councillors.
22. To negotiate cost savings on behalf of Council with suppliers and contractors and financial transactions.
23. To ensure that Contracts are properly let and follow the processes set down in Standing Orders and Financial Regulations.
24. To seek funding and sponsorship opportunities where possible.
25. To identify weaknesses and improvements towards greater efficiency and productivity within the Council.
26. To maintain proactive communication channels with the residents and community by utilising the website, Town Council magazine and social media.
27. To manage the Council facilities and assets as required.