



## TOWN CLERK

### WELLINGBOROUGH TOWN COUNCIL

#### JOB DESCRIPTION

<b>Job Title:</b>	<b>Clerk to the Council and Responsible Financial Officer</b>
<b>Responsible to:</b>	Full Council
<b>Responsible for:</b>	All Council staff, property and financial resources
<b>Employment</b>	Full-time (37 hours per week) including some evening work
<b>Status:</b>	Permanent
<b>Salary scale:</b>	LC4 SCP 50-54

#### Job Purpose

1. To ensure that the Council's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
2. To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
3. To ensure that the Council's Standing Orders and Financial Regulations are correctly observed and implemented.
4. To manage the Council's employees effectively and to be the Council's principal adviser on policy matters, be responsible for all aspects of Health and Safety, manage the provision of Council services, buildings, land and resources and to promote the Council.
5. To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.

#### Key Duties and Responsibilities

1. To ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.

2. To be the Council's principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.
3. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements.
4. To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and Committees in accordance with all statutory requirements and prepare minutes for approval, other than where such duties have been delegated to another Officer.
5. To ensure that all meetings of the Council and all meetings of its Committees, Sub-Committees and Working Parties are clerked, attending personally other than where such duties have been delegated to another Officer, and to maintain Councillor's attendance records.
6. To receive and conduct all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.
7. To sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc on behalf of the Council and to secure planning and other consents on behalf of the Council as authorised.
8. To provide general advice as appropriate and support the Responsible Financial Officer, if in post, on the budget preparation process, the presentation of budget estimates and precept proposals to Committees and the Council and ensure that all Management Reports are reported to the Council and the statutory External Audit requirements are completed each year.
9. To monitor the work of the Responsible Financial Officer, if in post, and ensure that Council's budget is prepared and balanced and accounts raised and invoices paid and prepare records for audit purposes and VAT.
10. To prepare and publish the Council's Annual Report.
11. To study reports and other data on activities of the Council and on matters bearing on those activities and where appropriate, to discuss such matters with consultants and specialists in particular fields and to produce reports for circulation and discussion by the Council.
12. To head the Council's paid service and manage all other members of staff in keeping with the policies of the Council and employment law and to ensure they perform to expected standards.
13. To arrange and/or undertake staff annual performance appraisals or reviews and deal with any redundancy, disciplinary, capability or grievance issues in accordance with the Council's policies and procedures.
14. To undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.

15. To apply the principles of equality and equal opportunities as embodied in the Council's policies and practices in order to promote equality of opportunity and treatment and the appropriate attitude and behaviour for all employees.
16. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
17. To be responsible for the management, maintenance and use of all the Council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
18. To act as the official representative of the Council at meetings of other relevant organisations as required.
19. To issue notices and prepare agendas and minutes for the Annual Meeting, attend the Annual Meeting and to implement the decisions made by the Council.
20. To maintain effective and positive press and public relations and prepare, in consultation with key Councillors, press releases about the activities of, or decisions of, the Council.
21. To take appropriate public relations action to enhance the profile and image of the Council and promote and protect the views/interest of the Council with all relevant external organisations or individuals.
22. To develop effective liaison and an effective working partnership with other relevant District and County Councils, other public authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council plays a full and effective role in issues affecting the area.
23. To work to improve, develop and up-date the Council's website.
24. To lead the development and publication of the Parish Plan and produce a rolling business plan in liaison with the Responsible Financial Officer, if in post.
25. To have an understanding of planning and development issues as they affect the Council area, in particular the Local Development Plan, the Local Strategic Partnership and the Emergency Plan and advise Councillors accordingly.
26. To take appropriate action to ensure that all Council elections are arranged and held successfully.
27. To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.
28. To be the principal adviser to the Council on matters of ceremony, civic protocol, and develop relevant cultural, community and commercial links.

29. To make appropriate arrangements for civic functions and occasions and attend the Council on any ceremonial occasions.
30. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
31. To obtain the Certificate in Local Council Administration (if not already gained) as a minimum requirement for effectiveness in the role.
32. To manage the arrangements to comply with the Data Protection Act 2018 and the General data Protection Regulations 2018.

### **Key Duties and Responsibilities: Responsible Financial Officer**

1. As the Council's Responsible Financial Officer to be responsible for all financial procedures and records, and the careful administration of its finances, in compliance with all statutory obligations or other laws, provisions and notices governing or affecting the running of the Council including:
  - (a) being responsible as and 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.
  - (b) acting as the Council's principal adviser on financial matters, and to be 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.
  - (c) ensuring that the Council's finances are effectively managed and monitored, and to advise the Council on its financial forward plan, strategy and policies.
  - (d) advising the Council and its Committees on and prepare the annual budget estimates of income and expenditure for revenue services, the capital budget programme and annual Precept requirements.
  - (e) monitoring and managing the Council's budget expenditure and income, and to provide the Council and Committees with a regular statement of income and expenditure under each heading in the approved annual revenue and capital budgets.
  - (f) ensuring that all Management Reports are reported to the Council, and the statutory internal and external audit requirements are undertaken and completed each year, and any consequential action taken.
  - (g) issuing and reporting on invoices for goods and services to be paid for by the Council, and to ensure such accounts are met and that:
    - all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally.
    - all payments made to the Council are recorded, any necessary receipts issued, all cash and cheques received banked, all associated records kept and any queries are investigated.
    - invoices are prepared and issued on behalf of the Council for goods and services to ensure payment is received.
    - all necessary records in connection with the above are maintained.
    - all necessary administration and banking procedures are arranged to ensure that all full- and part-time staff wages and salaries are paid.
    - petty cash accounts are operated properly, and all associated records of purchases are maintained.

- all relevant rents or charges are collected for relevant Council services and facilities.
  - all necessary Revenue and Customs, VAT, SSP and pension financial returns and/or payments are completed and dispatched on time.
  - records, returns and public notices for the annual audit are prepared and the necessary public notices displayed.
  - appropriate financial IT systems are in place and operated securely.
- (h) monitoring and ensuring that the Council's accounts are controlled, and the Council informed of the ongoing financial situation.
- (i) ensuring all necessary records are prepared for audit and VAT purposes.
- (j) ensuring that the Council's obligations for financial risk management, including risk assessments, are properly met and where necessary risks are properly insured.
- (k) ensuring that adequate financial security, and internal financial and accounting controls, are in place and periodically reviewed, and the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
- (l) ensuring that an annual equipment inventory and asset register are in place.
- (m) advising the Council on and assist in the raising of funds by way of grants and sponsorship etc by following the necessary consultations and processes.
- (n) ensuring that all surplus Council funds are invested securely and income maximized.
- (o) to ensure that the Bribery Action requirements are complied with.

### **General Duties**

1. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and to attend training courses or seminars on the work and role of the Clerk & Responsible Financial Officer and the Council's activities 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.
3. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

# WELLINGBOROUGH TOWN COUNCIL

## PERSON SPECIFICATION – TOWN CLERK AND RFO

	ESSENTIAL	PREFERRED
<b>Education</b>	<ul style="list-style-type: none"><li>• Educated to degree or HND level in a relevant subject</li><li>• CiLCA (or able to obtain within 24 months of appointment)</li></ul>	<ul style="list-style-type: none"><li>• General Management qualification</li></ul>

### EXPERIENCE:

1. Consistent and demonstrable record of achievement as Town Clerk in a larger town council or in a senior leadership role within a customer facing public sector organisation of a similar size and scope.
2. Demonstrate a clear understanding of the challenges involved in creating a new Town Council.
3. A track record of having successfully delivered a range of services and projects of varying values and complexities.
4. Working within an accountable environment, and exposure to a diverse and complex range of issues and challenges.
5. Experience of leading and managing staff, as well as mentoring and coaching to achieve effective and successful outcomes.
6. A good understanding of the principles of good Local Government administrative practice, and a close working knowledge of the Parish Council sector.
7. An understanding of the challenges facing the Parish Council sector locally, regionally and at national levels.
8. Experience of working within a political environment or comparable organisation.
9. A demonstrable and successful record of engaging with and working alongside a range of third-party organisations and bodies of varying types.
10. A consistent record of managing all aspects of a large, diverse budget including the short, medium and long-term aspects of planning.
11. A successful record of planning, overseeing, budgeting and completing capital projects of differing types.

### KNOWLEDGE and SKILLS:

12. Able to produce complex reports in a logical, easy to follow format on a range of subjects, including financial information.

13. A thorough and comprehensive knowledge of the legal framework within which a Parish Council operates.
14. A relaxed and clear ability to prepare and undertake presentations to a range of audiences and in a range of formats.
15. A thorough and comprehensive knowledge of IT software, in particular Microsoft Office.
16. A skilled communicator both orally and in writing.
17. A knowledge of modern marketing and social media trends.
18. An ability to analyse, interpret and seek logical and creative solutions to often complex and problematic situations, often involving differing competing interests.
19. An ability to lead a team of staff in organisational and cultural change when required.
20. An ability to influence and negotiate outcomes during periods of conflict and confrontation.

#### PERSONAL STYLES and BEHAVIOURS:

21. An approachable, open and welcoming personality, able to maintain good relations with a range of differing groups – Members, staff, business representatives, contractors, voluntary staff etc – and of course the public at large.
22. Innovative, creative self-starter who is resilient in the face of critical approaches from members and the public, and who is capable of finding solutions to problems as they arise.
23. An enthusiastic, energetic, confident and resourceful leader who sets high standards and constantly seeks improvement in the context of what is best for the Parish community.
24. An empathy toward people of all backgrounds and from all walks of life, committed to working with partners to achieve best outcomes.
25. Committed to equality of opportunity for all employees in an open, respectful and fair manner – always promoting the highest standards of behaviour in public and professional life.
26. The very highest standards of personal conduct, probity, honesty and integrity that ensures others have the utmost trust, respect and confidence.
27. A naturally proactive nature, known for achieving results either by working individually, as part of an internal team or as part of a larger, multi-agency external group.
28. A flexible style, open to suggestion and differing approaches. Always open to new ways of working, training and personal development.

#### OTHER:

29. A full, clean driving licence with own car and willingness to travel away from the area when required.
30. A willingness to work evenings as required and at weekends for Council meetings, events, Civic and Ceremonial occasions etc.