

JOB DESCRIPTION

Post	Town Clerk and Responsible Financial Officer
Post No	A.1
Salary	LC4 Spinal Column Points (SCP) 56-58 (£53,131 -£56,272)
No of Hours	37 hours per week (plus evening meetings)
Location	Town Hall
Reports To	Chairman of the Council

Key objectives	To undertake all Statutory Functions of the Proper Officer and the Responsible Financial Officer
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Main Duties and Responsibilities

The Town Clerk is responsible directly to the Council as its principal adviser for the following matters:-

1. To assist the Council in developing policies, strategies, procedures, programmes and other activities to achieve the Council's objectives.
2. To undertake management and administration of the Council's activities, including control and deployment of employees and all duties arising from compliance with the Health and Safety at Work Act and appropriate regulations.
3. Service of, and attendance at, Town Council, Committee, Sub-Committee meetings and Town meetings including the preparation of agenda, summons and reports, keeping of minutes and records associated therewith. Ensure the delegation of duties to deliver this outcome where appropriate.
4. To be the Proper Officer for any purpose in respect of which a Proper Officer is mentioned in any statute.
5. To advise the Council on matters of insurance, both in relation to buildings and fixed assets, public liability and other obligations arising out of the employment of staff and the conduct of Town Council business.
6. Carrying out the instructions of the Town Council and Committees as directed.
7. Ensuring that full advantage is taken of grants available from various external bodies/agencies to assist with the work of the Town Council.
8. Being responsible for the execution of agreements, contracts, proceedings and other documents that do not require to be under signature of the Chair or Members of the Town Council.
9. To implement and maintain an effective IT Strategy, having regard to data protection legislation and security protocols.
10. To develop, through effective public relations and communication, the promotion of the Town and Town Council and to liaise with other public bodies as necessary to foster good external relationships.

11. To advise the Town Council and Town Mayor on civic ceremonial protocol and procedure and to develop and participate in the civic ceremonial traditions of the town.
12. As Responsible Financial Officer to be responsible for the overview and management of the Council's records of income and expenditure and the timely reporting of all financial matters to the Council.

PRINCIPAL TASKS

Management

1. In consultation with the Chairman and Deputy Chairman, or appropriate Committee Chair, to submit for consideration by the Council proposals for the implementation of policies, strategies, procedures, programmes and other activities to achieve the Council's objectives.
2. To oversee the development and updating of the Council's long term vision and strategy, working closely with members and consulting the community to ensure that Council objectives are aligned with community needs.
3. To act as required as representative of the Council with Principal Authorities, other national, external agencies and professional bodies, stakeholders and recognised organisations.
4. To maintain good communication, relationships and cooperation with other authorities, across the tiers of local government.

Administration

1. Responsible for all Town Council services and functions, providing overall care and management for Town Council property and assets including all duties arising out of the Health and Safety at Work Act 1974. Provision of advice and support to the Town Mayor, Chairs of Committees and Members of the Town Council ensuring they receive all due information as necessary and are consulted on issues directly affecting the Town Council.
2. Advising the Town Council and Committees on the legality and correctness of actions and policies and providing constructive guidance on the formulation of new policies, and interpretation of standing orders.
3. Briefing the Town Mayor and appropriate Committee Chairs prior to meetings.
4. Appropriate liaison and co-operation with other Local Authorities, Local Town Councils, Local Town Council Organisations and Government Departments to ensure the effective implementation of strategic policies.
5. Obtaining professional advice on matters to be submitted before Town Council/Committees. Instructing such advisors and liaising with them as directed by the Town Council.

6. Advising the Town Council on all matters relating to the possible transfer of services from Principal Authorities.
7. Organising training and information for Members and ensuring that the Town Council's systems for decision making are robust and in conformity with the Council's Code of Conduct.

Human Resources

1. To advise the Town Council on appropriate staffing structures and revisions from time to time
2. To oversee the recruitment of staff and arrangements for training and development, including a system of annual appraisal.
3. To recommend appropriate revision of employee job specifications and assist the Staffing Committee with periodic review of the terms, conditions and grading applicable to all posts.
4. Directions to staff to ensure implementation of Town Council policy including Equal Opportunities Policy on employment matters.

Finance

1. Overall responsibility for maintaining the Town Council's financial records and accounting systems.
2. Advise the Town Council on investment of Town Council fund balances.
3. To submit the precept agreed by the Council to the District Council.
4. Preparation and submission of estimates of income and expenditure for both revenue and capital, preparation of quarterly and year-end financial statement on expenditure.
5. Preparation of the end of year accounting records, the Annual Return and Governance Statement for presentation for annual audit by District Auditor.
6. Preparation of trading accounts for commercial activities (where appropriate).
7. Recommending the appointment of the Independent internal auditor to ensure correct compliance with financial regulations and procedures.
8. Ensuring the adequate arrangements for:-
 - the collection, custody, disposal and proper accounting for all cash.
 - the issue and authorisation of all orders for goods, unless delegated to other staff, and the provision of services and contracts within budget
 - overall responsibility for the administration of any payroll

- ensuring maintenance of all staff/personnel records and adequate monitoring of payroll expenditure.
9. Arranging compilation of tender documents for contract work, invitation of tenders and acceptance and subsequent issue of contract documents.

Other Duties

1. Responsible for letting of allotments to associations and individuals (where necessary) in accordance with legislation and compliance with tenancy regulations.
2. To ensure the preparation of press statements to inform local residents of Town Council policies and appropriately respond to criticism of Town Council policies to ensure a balanced and informed public opinion, in conjunction with the Town Mayor and Committee Chairs.
3. Attending meetings of outside bodies as the Town Council's representative or as a spokesperson to explain Town Council policies and functions as directed. The Post-holder will also be responsible for providing Secretarial support to Warwick District Mobility Ltd during the period of its funding arrangement with the Town Council.
4. In association with the Leamington Twinning Society to assist with co-ordinating twinning activity between Royal Leamington Spa and its twin towns and those towns subject to friendship agreements.
5. Such other duties as are commensurate with the responsibility of this Post.

**TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER
PERSON SPECIFICATION**

Factor	Essential	Desirable	How Verified
Attainments	<p>Certificate in Local Council Administration or prepared to work towards obtaining it on appointment or within 1 year of commencement.</p> <p>Possession of GCSE (Grades A* - Grade C) in Mathematics and English Language (or equivalent)</p> <p>Evidence of policy and strategy advice and development.</p> <p>Good organisational and administrative experience in a structured environment.</p> <p>Proven staff management experience.</p> <p>Proven experience of formal Committee work, agenda preparation and minute taking.</p> <p>Successful implementation of equality and performance management systems.</p> <p>Proven project management experience.</p> <p>Proven budget preparation, management and financial control systems experience</p>	<p>Educated to degree level or equivalent</p> <p>Previous experience of working for a local authority</p> <p>Experience of dealing with the public and working on own initiative.</p> <p>Experience of website development and maintenance</p>	<p>Verification of Certificates Application Form</p> <p>Interview/Application Form</p> <p>Interview/Application Form</p> <p>Interview/Application Form</p>
Experience	<p>Practical experience of:</p> <p>the local government system including financial systems and procedures</p>	<p>Experience of local authority planning procedures.</p>	<p>Interview/ Application Form</p>

Factor	Essential	Desirable	How Verified
Experience	<p>employment and health and safety law. the governance and financial framework in which the Council operates.</p> <p>budget setting, audit and monitoring processes and financial management reports.</p> <p>insurance procedures and financial risk assessment.</p> <p>Understanding of payroll processes and Auto enrolment</p>	<p>Understanding the operating environment of the Council. Experience of maintaining good public relations and of how to raise the Council's profile in the community</p> <p>Awareness of the Local Government Code of Conduct</p>	Interview/ Application Form
Qualities and Attitudes	<p>Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others.</p> <p>Flexible, pro-active and "hands on" approach to tasks.</p> <p>Supportive - demonstrating in past employment loyalty and commitment to the organisation and staff.</p> <p>Trustworthy with confidential information.</p> <p>Ability to demonstrate tact and diplomacy.</p> <p>Community focused with ability to develop and maintain good relationships with external bodies, contractors and the public.</p> <p>Commitment to the delivery of a quality service.</p> <p>Proven ability to work as part of a team.</p>	<p>Proven ability and enthusiasm to adapt to change.</p> <p>Enthusiasm and innovative qualities.</p> <p>Understanding of value for money in a public sector context</p> <p>Sensitivity to working in a political environment</p>	<p>Interview, References</p> <p>Interview/Application Form</p> <p>Interview/Application Form</p> <p>Interview/Application Form</p>

Factor	Essential	Desirable	How Verified
Skills and Abilities	<p>Ability to communicate effectively with others at all levels both internally and externally.</p> <p>Excellent presentational skills.</p> <p>High interpersonal skills and ability to form and maintain sound working relationships with key external bodies.</p> <p>Strategic level organisational and administrative skills.</p> <p>Formal agenda preparation and minute taking skills.</p> <p>Ability to produce understandable and concise written reports on complex topics.</p> <p>Ability to organise and prioritise own and others work.</p> <p>Proven management and leadership skills with ability to monitor performance of others to achieve targets and meet deadlines.</p> <p>Ability to work in a logical manner and to strict deadlines.</p> <p>Sound working knowledge of MS Office, Excel and Windows packages.</p>	<p>Articulate speaker in public.</p> <p>Ability to develop, implement and monitor effective systems and procedures.</p>	<p>Interview/Presentation and references</p> <p>Interview/ presentation & references</p> <p>Interview/Application Form</p> <p>Interview/Application Form</p>

