**JOB DESCRIPTION**

**Town Clerk & Responsible Financial Officer**

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| ***Main Function of Position***   1. To manage and lead the Council’s team of staff effectively, in order to bring continuous and sustained improvement to the quality of life in the town. 2. To ensure the Council’s vision is expressed and understood, enabling it to be implemented within the constraints of legality, propriety and finance. 3. To be the principal advisor to the Council and to be its business driver and innovator. | |
| **GRADE** | LC4 SCP 46 - 50 |
| **Responsible To:** | Macclesfield Town Council |
| **Responsible For:** | **All Town Council staff, contractors and service providers** |
| ***Overall Responsibilities:***   1. The Clerk to the Council is the Proper Officer to 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. 2. The Clerk is fully responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out. In doing so, as head of paid service, will manage and lead staff in the delivery of the council’s operation. 3. The Clerk will advise the Council on and assist with, the formation of overall policies; in particular, the Clerk will manage the production of all the information required for making effective decisions and will implement those decisions in a timely and constructive manner. 4. The Clerk is accountable to the Council for the effective management of all its resources and will report to the Council as and when required. 5. The Clerk will be responsible for all the financial records of the Council and the careful administration of its finances. | |
| ***Statutory Responsibilities:***   |  | | --- | | In compliance with all statutory obligations or other laws, provisions and notices governing or affecting the running of the Council:-   1. To carry out all the functions required by law as the Proper Officer of the Council, and in particular to serve or issue all the statutory notifications required of a Local Authority’s Proper Officer in a timely manner, including:- 2. ensuring that all meetings of the Council and of its Committees, Sub-Committees and Working Parties are clerked and minutes approved, attending personally other than where such duties have been delegated to another Officer, and maintaining Councillors’ attendance records; 3. understanding planning and development issues as they affect the Council, and ensuring the Council’s planning application obligations are met; 4. ensuring the confidentiality of those Council matters which are not in the public domain to comply with all relevant law; 5. preparing and publishing the Council’s Annual Report; 6. taking appropriate action to ensure that all Council elections are arranged and held successfully; 7. ensuring that all health and safety obligations required by the Health and Safety at Work Act and other related legislation are met and all necessary risk assessments are undertaken. | | |
| ***Specific Responsibilities:***   1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are fully complied with, including Local Government Acts, Standing Orders, the Code of Conduct and Committee remits. 2. As Responsible Financial Officer, to oversee and monitor the financial management of the Council and to report regularly to Members. To monitor and balance the Council’s accounts and prepare records for audit and VAT. 3. To ensure that the Council’s insurance obligations are properly and fully met. 4. To prepare, in consultation with appropriate Members, agendas for the meetings of Council and its Committees; to attend such meetings and prepare draft minutes for approval. 5. To attend other meetings as required. 6. To make effective use of the Council's communications strategy to ensure residents are well informed, and to raise awareness and demonstrate how the Council's work is both effective and of benefit to Macclesfield residents and to build positive and effective relationships with all media. 7. To provide a clear direction to staff, so they understand how they contribute to the aims of the organisation. To be responsible for their recruitment, development, conduct, performance and safety, as well as for ascertaining their views and fully engaging with them. 8. To ensure the Council's policies provide for equality of access and opportunity amongst employees and service users, as well as recognising and addressing the diversity of the town’s community. 9. To ensure customer care is built into every aspect of the Council’s services. 10. To work in partnership with and be accessible to, Members of the Council. To build partnerships with public, private and voluntary organisations that can add value to the role of the Council and the wellbeing of the town. 11. To use information in an innovative way; to ensure the Council achieves excellence in providing the local governance, leadership and services required by its communities. 12. To ensure the growing range of services provided by the Council are managed efficiently. To regularly review services, putting forward new ideas and imaginative ways of providing these services in a cost effective manner. To be a proactive, high profile ambassador for the Council and to represent it appropriately, ensuring that the promotion of the Council and the town are co-ordinated. 13. To actively foster and develop relationships with third party organisations of all types, other tiers of Local Government, neighbouring Councils and the voluntary sector to enhance Macclesfield as a location to live, work and visit. 14. To provide proactive, inspiring leadership to both the employees and elected Members of the Council, leading at all times by example in promoting a can-do, enthusiastic and professional approach to all the Council’s activities 15. To manage and oversee the Council’s staff development and capability systems as well as employee appraisal scheme, including enabling employees to develop within their roles via a culture of continuous improvement 16. To develop and maintain a performance management framework which keeps both Officers and Members informed of progress against business plan objectives and other key indicators. 17. Continuously monitor and develop the Council’s capacity and structure and processes to ensure it is always fit for purpose, paying particular attention to changes in trends, technological advances and Member expectations and requirements 18. To undertake any other tasks allocated by the Council, which are within the competence and capability of the post-holder. | |
| **Key Duties and Responsibilities as Responsible Financial Officer (RFO)**   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: 2. 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; 3. 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; 4. ensuring that the Council’s finances are effectively managed and monitored, and to advise the Council on its financial forward plan, strategy and policies; 5. 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; 6. 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; 7. 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; 8. 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;  1. monitoring and ensuring that the Council’s accounts are controlled, and the Council informed of the ongoing financial situation; 2. ensuring all necessary records are prepared for audit and VAT purposes; 3. ensuring that the Council’s obligations for financial risk management, including risk assessments, are properly met and where necessary risks are properly insured; 4. 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; 5. ensuring that an annual equipment inventory and asset register are in place; 6. 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. 7. ensuring that all surplus Council funds are invested securely and income maximised; 8. to ensure that the Bribery Action requirements are complied with. | |

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| **FACTOR** | **REQUIREMENT** | **METHOD OF ASSESSMENT** |
| **QUALIFICATIONS** | D A degree or professional qualification in a relevant discipline.  D/E Certificate in Local Government Administration will be a requirement of the post, however training will be provided if necessary but it will be a condition of contract that it is gained within 15 months of appointment.    E Evidence of continuing professional development.  D/E A suitable management qualification is considered appropriate, however formal management training is essential. | Application Form  Application Form and Interview  Application Form  Application Form |
| **EXPERIENCE** | E Experience in strategic and operational management of a developing organisation.  D Experience in leading multi-disciplinary professional projects and teams.  E Experience of the management of change to bring about continuous improvement.  E Experience in financial management and resource allocation and preparing financial information for complex projects.  D Experience in the marketing, promotion and public relations of a high-profile organisation.    E Experience of preparing and presenting detailed reports.  E Experience working in a collaborative way with other organisations and communities of place and interest.    D Experience of providing governance and leadership to communities.  D Experience of evaluating management information needs and introducing ICT support. | Application Form and Interview  Application Form and Interview  Application Form and Interview  Application Form and Interview  Application Form and Interview  Application Form and Interview  Application Form and Interview  Application Form and Interview  Application Form and Interview |
| KNOWLEDGE/ SKILLS | D Ability to see the “big picture” and articulate it through strategies and business planning.  E Ability to communicate and win acceptance of the vision of their organisation.  E Strong leadership and management skills.  E Ability to motivate staff and help them develop.  D An understanding of local government and an appreciation of the issues which face it.  E A knowledge of financial planning and management.  D Knowledge of developing quality management for service processes.  D An appreciation of the role of ICT in business and a sound understanding of the potential of E-government.  E Computer literate.  E Proven communication and negotiating skills.  E Ability to balance conflicting demands and to find acceptable ways forward | Application Form and Interview  Application Form and Interview  Application Form and Interview  Interview  Application Form and Interview  Application Form and Interview  Application Form and Interview  Application Form and Interview  Application Form and Interview  Application Form and Interview  Application Form and Interview |
| OTHER | E Ability to work under pressure.  E Flexible approach to deadlines.  E Commitment to customer care, and equal opportunity in employment and service delivery.  E Evidence of problem solving leading to step change in service delivery.  E Willingness to work outside office hours  E Ability to operate impartially in a political environment  E Self motivated | Interview  Interview  Interview  Application Form and Interview  Interview  Interview  Interview |