



## **TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER**

### **JOB DESCRIPTION**

<b>Post Title:</b>	Proper Officer, Town Clerk & Responsible Financial Officer
<b>Grade:</b>	SCP 34-37 £43,693 to £46,731 within the NJC LC3 scale range as set out as set out in the 2024-2025 National Agreement on Salaries for Local Government Services
<b>Hours of Work:</b>	37 hours per week, including some evenings and occasional weekends
<b>Location:</b>	Victoria Buildings, Lewin Street, Middlewich, CW10 9AS
<b>Accountable to:</b>	The Town Council as a Corporate Body

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#### **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.

#### **Key Relationships:**

Build and maintain productive working relationships with colleagues, councillors, external bodies, contractors and the public.

#### **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 the Responsible Financial Officer).
- 3) To ensure that the Council's obligations for Risk Assessment are properly met.
- 4) 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).
- 5) 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).
- 6) 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.
- 7) To issue correspondence as a result of instructions of, or the known policy of the Council.
- 8) To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.

- 9) To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- 10) 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.
- 11) 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.
- 12) 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.
- 13) To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 14) To act as the representative of the Council as required.
- 15) To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
- 16) To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- 17) To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- 18) To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
- 19) 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.
- 20) To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.

### **Personal Duties**

- 1) To have due regard for your own health and safety and that of any colleagues who may be employed and the general public and to bring to the attention of the Council without delay any matters which may be prejudicial to health and safety best practices and policies.
- 2) Ensure effective teamwork and cooperation
- 3) To be able to plan and organise any changes to your daily routines.

### **STATEMENT**

**This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other commensurate duties as assigned. It may be reviewed accordingly to adjust for statutory obligations changes or development of the role as required.**

**Post holder: ..... Dated:**

**Signed ..... Dated:**

**(On behalf of Middlewich Town Council)**

**PERSON SPECIFICATION – TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER**

Requirement	Essential	Desirable
Attainments	<ul style="list-style-type: none"> <li>• Must hold the Certificate in Local Council Administration or be prepared to work towards obtaining it on appointment within 1 year of commencement.</li> <li>• GCSEs or Equivalent</li> <li>• Good organisational and administrative experience in a structured environment.</li> <li>• Proven experience of formal Committee work, agenda preparation and minute taking.</li> <li>• Successful implementation of equality and performance management systems.</li> <li>• Experience of website development and maintenance.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working for local authority or similar body.</li> <li>• Experience of dealing with the public and working on own initiative.</li> <li>• Proven staff / contract management experience.</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of local government system and procedures, preferably within the local council sector.</li> <li>• Knowledge of the governance and legal framework in which the Council operates.</li> <li>• Knowledge of budget setting, monitoring processes, controls and financial management reports.</li> <li>• Knowledge of employment and health and safety law.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of local authority planning procedures.</li> <li>• Knowledge of local area.</li> <li>• Be able to show a knowledge of the operating environment of the Council.</li> <li>• Be able to show a knowledge of importance of good public relations and how to raise the Council's profile in the community.</li> </ul>
Qualities and Attitudes	<ul style="list-style-type: none"> <li>• Self-reliant and self-motivated with the drive, determination and initiative to achieve results and motivate others.</li> <li>• Flexible, pro-active and “hands on” approach to tasks.</li> <li>• Supportive - demonstrating loyalty and commitment to the organisation and staff in past employment.</li> <li>• Trustworthy with confidential information.</li> <li>• Ability to demonstrate tact and diplomacy.</li> <li>• Community focussed with ability to develop and maintain good relationships with external bodies, contractors and the public.</li> <li>• Commitment to the delivery of quality service.</li> <li>• Proven ability to work as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Proven ability and enthusiasm to adapt to change.</li> <li>• Enthusiasm and innovative qualities.</li> <li>• Business perspective and acumen.</li> <li>• Sensitivity to working in a political environment.</li> </ul>
Skills & Abilities	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with others at all levels both internally and externally.</li> <li>• High interpersonal skills and ability to form and maintain sound working relationships with key external bodies.</li> <li>• administrative skills.</li> <li>• Formal agenda preparation and minute taking skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to develop, implement and monitor effective systems and procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to produce understandable and concise written reports on complex topics.</li> <li>• Ability to organise and prioritise own and others work.</li> <li>• Proven management and leadership skills with ability to monitor performance of others to achieve targets and meet deadlines.</li> <li>• Ability to work in a logical manner and to strict deadlines.</li> <li>• working knowledge of MS Office and Windows packages.</li> </ul>	
Financial Management	<ul style="list-style-type: none"> <li>• Experience of Local Council finances, being publicly accountable for an organisation's financial affairs and with significant delegated authority</li> <li>• Experience delivering an organisations business and projects efficiently to budget with significant individual authority</li> <li>• Familiar with finance reporting using specialist software Rialtas</li> <li>• Experience of budget setting and management</li> <li>• Efficient manager of resources with excellent risk management skills</li> <li>• Track record of competently overseeing and reporting all finance matters</li> </ul>	<ul style="list-style-type: none"> <li>• Track record of securing funding and putting together business cases</li> <li>• Experience of comprehensive responsibility for all stages and aspects of successful project delivery</li> </ul>
Event Management	<ul style="list-style-type: none"> <li>• Experience of efficient management of events</li> </ul>	<ul style="list-style-type: none"> <li>• Broad experience of delivering events and community-based engagement activities</li> </ul>
Special Conditions	<ul style="list-style-type: none"> <li>• Willingness to work and/or attend Committees and other meetings and functions in evenings and at weekends.</li> <li>• Prepared to work varied hours to meet the needs of the post.</li> <li>• Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.</li> </ul>	