

# Thornbury Town Clerk and Responsible Finance Officer- Job Description and Personal Specification

<b>SALARY SCALE:</b>	SCP LC3 42-45, £45,859- £49,213 (pay award pending)
<b>HOURS:</b>	37 hours per week (regular evening meetings with hours to be taken back as time off in lieu)
<b>REPORTING TO:</b>	Full Council via Mayor and Chair of Staffing Committee
<b>RESPONSIBLE FOR:</b>	Deputy Clerk
<b>CONTRACT:</b>	Permanent (subject to satisfactory completion of probationary period)

## The Role

The Town Clerk is the Proper Officer of the Council and as such is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law. The Town Clerk will advise the Council on and assist in the formation of overall policies to be followed in respect of the Council's activities and in particular to produce all the information required for making effective decisions. The person appointed will be responsible for the management of staff and resources and will take the lead on the Council's major projects. The Council also delegates its responsibilities to the Clerk for Health and Safety in the workplace.

The Town Clerk, under section 151 of the Local Government Act 1972 is also the Council's designated Responsible Financial Officer. This means they effectively manage and monitor the Council's finance, advise the Council on a financial strategy that meets its finance and policy objectives and ensure that its accounts and administrative procedures comply with the requirements of Accounts and Audit and other relevant regulations.

## Key Tasks and Responsibilities

### Strategic Responsibilities

1. To assist the Council to develop and implement a strategic vision for the town and surrounding area, and to develop the appropriate performance management methods to monitor their progress.
2. To regularly review the achievements and objectives with the Council and work with the Chairs of the appropriate committees to develop action plans to deliver objectives.
3. To monitor the policies of the Council to ensure their effectiveness, reviewing and revising as necessary.

4. To regularly monitor and review and update council's financial processes and procedures as written in the Town Council Financial Regulations, and ensure compliance with council's statutory responsibilities, financial regulations, and other council policy on all financial matters.

#### **Staff Responsibilities** (see separate staff structure)

1. To line manage other members of staff in keeping with the policies of the Council which includes both direct and indirect supervision.
2. To ensure effective delegation and allocation of responsibilities and activities to members of staff.
3. To ensure the appropriate training of staff and updating of skills to match their responsibilities and duties in the light of annual appraisals and regular monitoring.
4. To undertake all the necessary activities in connection with the recruitment of staff, the management of salaries and conditions of employment.
5. To advise members on staffing and the staff structure as necessary in order to meet the objectives of the Council.

#### **Statutory Responsibilities**

1. To ensure that all statutory and other provisions governing or affecting the running of the Council are observed.
2. To advise the Council in relation to its legal obligations including those as an employer and a service provider, and in relation to Health & Safety
3. To alert Members of Council to changes in respect of their statutory and other responsibilities as Councillors and act as advisor to members on such matters as required.

#### **Financial Responsibilities**

1. To ensure that all the statutory duties are carried out in accordance with the prescribed timescales
2. To ensure that the Council's annual budget is set and managed.
3. To ensure that best practice is followed, and suitable systems, procedures and controls are in place to minimise risk and ensure council financial affairs are well managed.
4. To prepare financial reports for Council, Committees, and other project working groups. These reports will cover budget monitoring, fund balances, income and expenditure, assets and liabilities, monitoring of reserves and other relevant current matters.

5. To submit the Council's precept request to South Gloucestershire Council and supply any breakdown request.
6. To prepare and submit the annual financial return and supporting paperwork for approval by the Town Council and subsequently internal and external audit. To carry out liaison with auditors.
7. To identify sources of external funding for projects and partnership work. To carry out the necessary research to write and submit funding bids to grant making organisations, including partners and/or stakeholders as required.
8. To check the submission of quarterly VAT returns and to deal with VAT inspections.
9. To verify and code (i.e. allocate to expenditure heads) suppliers' invoices prior to certification for payment.
10. To manage and maintain the councils risk register and advise council accordingly.
11. To arrange council insurance and process claims as necessary. To report annually to the Finance and Policy Committee on insurance risk covered including fidelity guarantee insurance.
12. To manage and oversee the arrangements for ensuring quotations, tenders and contracts are issued in accordance with financial regulations.

#### **Asset Management Responsibilities**

1. To oversee the management of the Council's property portfolio and tenant relationships, which includes the Town Hall, Thornbury Cemetery, Mundy Playing Fields, several other public open spaces and play areas, St Mary's Closed Churchyard, Town Clock and War Memorial.
2. To ensure that the Council has a programme of planned maintenance and inspection and that all statutory duties of a service provider, property owner and landlord are fulfilled.
3. To ensure that the appropriate terms and conditions, policies and agreed working practices for the hire of facilities are in place and that the Council provides a high quality of service for its customers.
4. To act as licensee and designated premises supervisor for council properties.

#### **Administrative Responsibilities**

1. To ensure that the Councils standing orders and financial regulations are reviewed regularly and in particular to ensure that any changes required by changes in the law, guidance or best practice are implemented. (See Committee Structure and delegation information)

2. To ensure the efficient running of the Town Council offices, reviewing processes and procedures and updating where necessary, making best use of appropriate technology.
3. To ensure the preparation and circulation of agendas and supporting documentation for meetings of the Council and all its committees and subcommittees as necessary and to ensure the preparation and circulation of minutes, notes and reports for approval.
4. To research matters of interest to the Council, taking advice from specialists in particular fields and to prepare reports for circulation and discussion by the Council
5. To recommend when external specialist advice is needed and to ensure that the information is placed before the Council to assist members in making decisions
6. To draw up on his/her initiative and as a result of suggestions by Councillors, proposals for consideration and to advise on the practicalities and likely effect of specific courses of action.
7. To receive correspondence and documents on behalf of the Council and to bring all relevant items to the attention of the members. To issue correspondence as a result of instructions of, or the known policy of the Council
8. To ensure the proper maintenance and safe custody of all Council records, deeds and documents.
9. To be the point of contact for emergency calls relating to council property and services.

### **Communications**

1. To act as the Councils representative as required, including attending meetings with key stakeholders and promoting the Council within the local community.
2. To liaise closely with other Town and Parish Councils and public bodies and where appropriate, to participate in joint activities.
3. To represent the Council to members of the public and ensure that enquiries are dealt with sensitively and diplomatically.
4. To ensure management and maintenance of the Town Council websites and social media accounts
5. To prepare press releases about the activities of the Council and to respond to ad hoc enquiries from the press, acting as Council Spokesperson and making press statements as required.
6. To prepare for the Annual Town Meeting, ensuring that it provides an opportunity for local residents to participate

7. To ensure that relevant information on the Council and other related matters is made widely available to members of the public through traditional means such as newsletters and noticeboards and also making best use of technology.
8. To oversee the promotion of council's work and services to the local community and to ensure that the community are engaged and consulted on matters of importance to them.

### **Partnerships**

1. To develop a positive approach to partnership working, which supports the aims of the council, furthers local priorities, working with a broad range of stakeholders and organisations to achieve this.
2. To provide appropriate support to a range of community projects, events and initiatives.
3. To manage and administer the Council's service level agreement with the appointed Youth work provider. To include tendering, contract management, monitoring and relationship management.

### **Projects**

1. To have an overview of all Council projects and initiatives and to take the lead on managing council projects, overseeing project plans and resources, and ensuring that appropriate progress monitoring and reporting measures are in place.

### **Personal Development**

1. To attend training courses or seminars on the work and the role of the town Clerk as required by the Council
2. To seek out opportunities for personal development and self-improvement and to continually develop professional skills and knowledge

### **Other Responsibilities**

To undertake such other responsibilities and functions as may be required from time to time by the Council, commensurate with the duties and responsibilities of the post.

## Personal Specification

Qualifications	Essential	Desirable
Educated to degree level or equivalent		✓
Educated to at least A level or equivalent,	✓	
Cilca qualification or the equivalent Local Policy Studies/Community Engagement and Governance certificate from the University of Gloucestershire or SLCC		✓
A recognised qualification in Management and Leadership		✓
A recognised qualification in Project Management		✓
<b>Knowledge &amp; Skills</b>		
Excellent written and oral communication skills	✓	
Strong analytical skills	✓	
General administration skills	✓	
Project Management skills	✓	
Ability to manage and implement change	✓	
Managing meetings within set regulations and to a predetermined agenda	✓	
Ability to communicate complex issues to a range of audiences including non specialists	✓	
Ability to anticipate future needs as well as deliver on current priorities	✓	
Use of IT systems including Microsoft Office	✓	
Knowledge of Social Media		✓
Ability to build effective working relationships with Council members, staff and a range of stakeholders	✓	
Knowledge of the statutory duties of a local council		✓
Knowledge of current employment and Health and Safety legislation		✓
Practical experience of local government financial procedures		✓
<b>Work Experience</b>		
At least 3 years experience in a similar role	✓	
Experience of a leadership role in a complex organisation	✓	
Experience of managing a property portfolio		✓
Procurement of goods and services within predetermined budgets	✓	
Project Management, delivering results to an agreed timescale and within budget	✓	
Managing and developing staff	✓	
Leading a team, inspiring and empowering colleagues	✓	
Developing solutions to a range of practical and technical problems	✓	

Experience of working in a successful customer service environment	✓	
Independent decision making, applying judgment to refer decision making where necessary	✓	
Delivery of agreed corporate objectives	✓	
Acting in an advisory capacity to non executives	✓	
<b>Behaviours and Characteristics</b>		
Focussed on solutions rather than problems	✓	
Ability to work flexible hours including evenings and weekends where required	✓	
Ability to inspire confidence in key stakeholders	✓	
Ability to motivate and inspire staff to drive up standards	✓	
Hold a full driving licence		✓
Strong interpersonal, negotiating and mediating skills	✓	
Confident in speaking and presenting in public	✓	
Energy, enthusiasm and commitment	✓	
Personal licence holder		✓