



Westthoughton Town Council

Town Clerk / RFO Job Description

Responsibilities:

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 the full Council 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.

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.
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.
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. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
8. 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.
9. 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.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

11. To act as the representative of the Council as required.
12. To issue notices and prepare agendas and minutes for the Town Meeting
13. To support the Councillors in the organisation of Civic events – e.g. Remembrance Day, Pretoria Pit Memorial Day, Civic Awards night et el.
14. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. 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.
17. 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.
18. 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.



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Personal Specification for role of Town Clerk / Responsible Finance Officer

	Essential	Desirable
1. Education / Qualifications	Good Standard of Literacy and Mathematics Introduction to Local Council Administration (ILCA), or willingness to obtain within the first 3 months of employment).	Certificate in Local Council Administration (CILCA) (or willingness to obtain). Educated to degree or HND level or NVQ level 4 or above.
2. Work Experience	Experience of working in a business or professional setting. Experience of using computerised systems, including all Microsoft Office applications. Experience of managing websites and Social Media. Experience of managing staff. Experience of managing a budget - possibly payroll and pensions. Experience of compiling risk assessments. Experience in a public-facing role.	Previous experience as a Town or Parish Clerk, or Deputy, or in local government. Experience of minuting meetings. Experience of managing events. Experience working with community groups.
3. Management Skills	Budget management – especially bookkeeping. Ability to organise effective meetings. Ability to meet targets and deadlines. Ability to cope under pressure. Evidence of ability to organise and manage resources effectively.	Evidence of experience in successful partnership working. Evidence of good negotiating skills. Ability to consider the long-term financial consequences of Council.

4. General Skills / Knowledge and Aptitude	<p>General knowledge of the law as it affects local authorities. Able to produce reports relevant to committees. Ability to problem solve in an inclusive manner.</p> <p>Ability to assimilate viewpoints and establish common understanding.</p>	<p>Knowledge of local council legislation.</p> <p>Understanding of a local council's legal framework and operating environment.</p>
5. Communication Skills	<p>Ability to communicate in a clear and confident manner. Ability to work well with members of the public, councillors, and outside bodies.</p> <p>Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis. Ability to present to wide range of audiences.</p>	<p>Understanding of the importance of accessible documents.</p> <p>Ability to produce a press release.</p>
6. Other	<p>Self-reliant and selfmotivated. Able to work out of office hours.</p> <p>Able to work with impartiality in a political environment.</p> <p>Possession of a current driving licence, and the ability to travel.</p> <p>Accuracy and attention to detail.</p>	



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Application Form

Application for employment as: Town Clerk / Responsible Finance Officer

Name

Address

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Postcode Phone

Email

Education and training Details

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Qualifications Details

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Employment history Present/previous employer *(please continue on a separate sheet if required.)*

Name of employer: _____	
Address: _____	
Job Title: _____	
Duties: _____	

Pay: _____	Length of time with employer: _____
Reason for leaving: _____	

Name of employer: _____	
Address: _____	
Job Title: _____	
Duties: _____	

Pay: _____	Length of time with employer: _____
Reason for leaving: _____	

Name of employer: _____	
Address: _____	
Job Title: _____	
Duties: _____	

Pay: _____	Length of time with employer: _____
Reason for leaving: _____	

*No approach will be made to your present employer or past employer before an offer of employment is made to you.

[illegible]

Do you consider yourself to have a disability? Yes / No

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process.

Please tell us if there are any dates when you will not be available for interview.

I confirm that to the best of my knowledge the information I have provided on this form is correct and I accept that providing deliberately false information could result in my dismissal.

Name

Signature Date.....