ADLINGTON

TOWN COUNCIL

Information for Applicants

Town Clerk & Responsible Financial Officer (RFO)

This information sheet should be read alongside the Job Description and Person Specification. It is intended to provide applicants with additional information about the role, working arrangements and the operation of the Council.

About Adlington Town Council

Adlington Town Council serves the local community by representing residents' interests, supporting local initiatives and promoting civic life. The Council works in partnership with local organisations and residents to enhance the town and support community wellbeing.

The Town Clerk plays a central role in the effective administration of the Council and is responsible for ensuring that Council business is carried out lawfully, efficiently and transparently.

Working Arrangements

- The post is part-time, averaging approximately 8-10 hours per week.
- The post is a hybrid role, primarily home-based, with attendance required at Council meetings held at Adlington Library and at community events, site visits and other Council-related activities within Adlington as reasonably required.
- Working hours are flexible and can generally be arranged by agreement, subject to the needs of the Council.
- Applicants should note that the role requires flexibility and regular availability throughout the month to respond to Council business, attend scheduled evening meetings and support civic events. This includes being available to conduct Council business with stakeholders and Councillors during normal weekday working hours (9.00am-5.00pm). Candidates will be asked to demonstrate how they can meet these requirements.
- Workloads will vary throughout the year, particularly around meetings, budget setting and civic events.
- Additional hours, where required, will be agreed in advance and compensated in accordance with the Council's policies. Timesheets are used to record hours worked.

Salary

The post is graded at SCP 13-17 of the National Joint Council (NJC) pay scale and is currently £30,023-£32,046 per annum (full-time equivalent).

Salary will be paid on a pro rata basis and the starting point within the scale will be determined according to qualifications, skills and experience.

Council Meetings

The Clerk is required to attend meetings of the Council and provide administrative and professional support to Members.

- Full Council meetings are normally held monthly, usually on the third Monday of the month at 7.15 pm at Adlington Library, Railway Road.
- The Clerk may also be required to attend meetings of committees, working groups or other Council bodies as required.
- Most meetings take place during the evening.

Community and Civic Activities

The Clerk supports the organisation and administration of the Council's principal civic and community activities, including:

- Civic Sunday
- Remembrance Sunday
- Christmas Carol Concert

The role includes coordinating volunteers and supporting practical arrangements associated with these activities where required.

Communications

The Clerk supports the Council's communications through a range of established channels, including:

- The Town Council website
- The Council's Facebook page
- The Town Council newsletter

All communications must remain factual, politically neutral and consistent with Council policy.

Management and Support

- The Clerk is accountable to Adlington Town Council as a corporate body.
- Day-to-day liaison will normally be through the Town Mayor and relevant Council representatives.
- Appropriate equipment, access to systems and administrative support will be provided in accordance with Council policies.

Recruitment Process

Applications should be submitted using the Council's application form.

Shortlisted candidates may be invited to:

- undertake a short written or practical assessment relevant to the role; and
- attend a formal interview with a panel of Councillors.

Interview dates and arrangements will be confirmed following shortlisting. Correspondence relating to the recruitment process will normally be conducted by email.

Additional Information

Previous experience in local government is desirable but not essential. Applicants should demonstrate a willingness to learn, good organisational skills and an interest in supporting the local community.

Support, training and guidance will be provided to assist the successful candidate in developing knowledge of the Council's work and responsibilities.

JOB DESCRIPTION

Town Clerk and Responsible Financial Officer (RFO)

Location

Adlington, Lancashire

Primarily home-based, with attendance at Council meetings, civic events and other duties within Adlington as required.

Contract

Permanent, Part-Time.

Hours

An average of 8-10 hours per week, worked flexibly to meet the requirements of the role.

Additional hours may occasionally be required to support specific projects, events or Council priorities and will be agreed in advance wherever practicable.

Working Arrangements

This is a hybrid role, primarily home-based. The postholder will be required to attend monthly evening Council meetings, civic events, site visits and other duties within Adlington as required. Flexible working arrangements are available subject to the needs of the Council.

Salary

SCP 13-17 (£30,023-£32,046 per annum FTE, pro rata), the starting salary will be dependent on qualifications and experience.

Responsible To

Adlington Town Council. The Clerk is the Council's Proper Officer and Responsible Financial Officer and is accountable to the Council as a corporate body. The postholder will work closely with the Town Mayor and Councillors in supporting the effective governance and administration of the Council.

Job Purpose

The Town Clerk and Responsible Financial Officer is the Council's principal officer and professional adviser.

The postholder is responsible for ensuring that the Council's business is conducted lawfully, efficiently and transparently, whilst providing professional advice and administrative support to elected Members.

The Clerk is responsible for the proper administration of the Council's affairs, the management of its finances and the implementation of Council decisions.

Key Responsibilities

Governance, Meetings and Administration

- Act as Proper Officer to the Council.
- Prepare agendas, reports and supporting papers in consultation with the Town Mayor and Members.
- Ensure meetings are convened in accordance with statutory requirements and Council procedures.
- Attend Council and committee meetings and prepare accurate minutes and records of decisions.
- Provide professional advice and guidance to Members on governance, procedure, legislation and good practice.
- Maintain Council records, correspondence and documentation in accordance with legal and audit requirements.
- Implement decisions of the Council and monitor progress on agreed actions.

Statutory Compliance

- Ensure the Council meets its statutory obligations and regulatory requirements.
- Maintain and review the Council's governing documents, including Standing Orders, Financial Regulations and Council policies.
- Manage compliance with data protection, freedom of information, transparency and publication requirements.
- Maintain statutory registers and records, including risk and asset registers.
- Publish agendas, minutes and required notices through the Council's approved communication channels.

Financial Management

As Responsible Financial Officer, the postholder will:

- Ensure the proper administration of the Council's financial affairs.
- Prepare annual budgets and support the Council's budget-setting and precept process.

- Monitor income and expenditure and provide regular financial reports to Members.
- Process payments and maintain accounting records in accordance with Council policies and Financial Regulations.
- Prepare information required for internal and external audit.
- Manage banking, payroll, insurance and other financial administration as required.
- Support the administration of grants and funding awarded by or to the Council.

Communications and Community Engagement

- Act as the principal point of contact for residents, community groups, partner organisations, contractors and external agencies.
- Manage day-to-day correspondence on behalf of the Council.
- Maintain and update the Council's website and other approved communication channels.
- Support the production of newsletters, notices and public information.
- Ensure all Council communications remain factual, politically impartial and consistent with Council policy.

Projects, Contracts and Civic Activities

- Support the delivery of Council projects and initiatives.
- Obtain quotations and relevant information to support Council decision-making and procurement activity.
- Liaise with contractors, suppliers and partner organisations as required.
- Support the organisation and administration of civic and community activities, including Remembrance Sunday, Civic Sunday and other events organised or supported by the Council.
- Coordinate volunteers and practical arrangements associated with Council activities where appropriate.
- Arrange access to meeting venues and Council facilities as required.

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PERSON SPECIFICATION

Town Clerk & Responsible Financial Officer (RFO)

Assessment Methods

Code	Description
AF	Application Form
I	Interview
T	Assessment / Test

Qualifications

Requirement	Essential / Desirable	Assessed By
Good standard of literacy and numeracy appropriate to the role	Essential	AF
Willingness and ability to undertake relevant training and professional development	Essential	AF / I
Certificate in Local Council Administration (CiLCA) or equivalent local government qualification	Desirable	AF

Experience

Requirement	Essential / Desirable	Assessed By
Experience of financial administration, budgeting, bookkeeping or accounts management	Essential	AF / I
Experience of working in an administrative role with responsibility for managing records, correspondence and documentation	Essential	AF / I
Experience of preparing agendas, reports, minutes or similar formal documentation	Essential	AF / I / T
Experience of using Microsoft Office applications, particularly Outlook, Word and Excel	Essential	AF / I
Experience of working independently and managing competing priorities	Essential	AF / I
Experience of supporting committees, boards, governing bodies or elected members	Desirable	AF / I
Experience of working within local government, parish or town councils, or a similar governance environment	Desirable	AF / I

Knowledge, Skills and Abilities

Requirement	Essential / Desirable	Assessed By
Ability to communicate effectively in writing and verbally with a wide range of audiences	Essential	AF / I
Ability to prepare accurate minutes and maintain clear administrative records	Essential	AF / I / T
Ability to organise workloads, prioritise tasks and meet deadlines	Essential	AF / I
Sound understanding of financial controls and good financial management practices	Essential	AF / I
Ability to work on own initiative whilst recognising when matters require Council direction	Essential	AF / I
Ability to use digital systems, online portals and website content management systems	Essential	AF / I / T

Ability to maintain confidentiality and handle sensitive information appropriately	Essential	AF / I
Ability to build effective working relationships with councillors, residents, contractors and partner organisations	Essential	AF / I
Understanding of local council governance, legislation and statutory requirements	Desirable	AF / I
Understanding of the role of local councils and the challenges facing local communities	Desirable	AF / I

Personal Attributes

Requirement	**Essential / Desirable**	**Assessed By**
Professional, impartial and politically neutral approach	Essential	I
Integrity, discretion and sound judgement	Essential	I
Commitment to high standards of public service	Essential	I
Flexible and adaptable approach to work	Essential	I
Ability to work collaboratively whilst maintaining professional independence	Essential	I
Ability to provide the flexibility and availability required to support Council business, including liaison with Councillors and stakeholders during normal working hours, attendance at evening meetings and civic events	Essential	AF / I