

Midhurst Town Council

Town Clerk and Responsible Financial Officer

Job Description

Overall Responsibilities

The 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 the law of a local authority's Proper Officer. The Town Clerk will be responsible for ensuring the instructions of the Council in connection with its function as a Local Authority are carried out.

The Town 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 post holder will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Town Clerk is also the Responsible Financial Officer and will be responsible for all the financial needs of the Council and the careful administration of its finances in accordance with the Financial Regulations of the Council.

Skills Required:

Communication
Interpersonal skills
People Management
Work load /time Management
Document Management
Financial/Accounting
Record Keeping

Specific Responsibilities

Regulatory

1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed. To advise the Town Council as to the requirements of new legislation, and to ensure compliance with approved Standing Orders and the Ethical Framework as defined in the Local Government Act 2000. To maintain a working knowledge of relevant legislation, statutory instruments and codes of practice.
2. To convene meetings and prepare agendas and reports.
3. To brief the Council Chairman and/or Committee Chairman prior to meetings.
4. To attend meetings of the Council, its Committees and sub committees other than where such duties have been delegated. To take the minutes of all council meetings, committee and sub committees and ensure decisions are implemented other than where such duties have been delegated. To monitor the implemented policies of the Council to ensure they are achieving the desired results and where appropriate suggest modifications.

Administration

5. To deal with incoming communications to the council and bring to committee's/chairman attention as appropriate.
6. To Advise council/councillors and committees as to the practicability of suggested courses of action. To support and advise the Town Council in the development and implementation of its policies, strategies and business objectives.
7. To ensure that all the Council's obligations for health and safety and risk assessment are properly met.
8. To be responsible for the organisation of Council functions and events.

Financial

9. To prepare estimates of income and expenditure for each coming financial year, such estimates to form the basis for the annual budget, when approved by the Council, and the basis for the precept to be submitted to Chichester District Council.
10. To prepare monthly financial reports on all relevant matters, including preparation of the annual budget for the responsible Committee and/or Council.
11. To manage the ordering and payments of goods and services received by the Council and any contracts as required by the Council's Financial Regulations. To ensure within the policies laid down by the Council, are cost conscious, efficient and effective utilisation of all Council resources.
12. To prepare the annual report and accounts in accordance with the relevant Regulations for submission to the Council and external audit.
13. To ensure that the Council's obligations in respect of insurance are properly met.

Stakeholder Management/Communication

14. To liaise and develop relationships with external bodies, including other Local Authorities, residents, businesses and local organisations. To keep up to date on best practices and maintain a good working relationship with outside agencies and advisers, for example, CDC and SSALC. Liaise and develop relationships with residents, businesses and local organisations.
15. To prepare, in consultation with the Chairman and/or the relevant Committee Chairman, press releases about the activities of, or decisions of, the Council.
16. To attend meetings of outside bodies as the Council's representative or as a spokesperson to explain Council policies and functions when agreed. To attend the conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

People

17. To be a team player, supervise other members of staff as their line manager in keeping with the practices of the Council and to undertake all necessary activities in connection with the conditions of employment of other staff.

Training/Development

18. To attend training courses or seminars on the work and role of the clerk as required by the Council.
19. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

Other Duties

To undertake additional duties as required, commensurate with the level of the role.

Note:

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of this position.

May 2021