

## Job Description

### Town Clerk / RFO [Responsible Financial Officer]

- 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 law of a local authority's Proper Officer.
- The Town Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its functions 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 Town Clerk 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**, unless this role is delegated to another officer, and as such 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

### Specific Responsibilities

1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
2. To be familiar with and advise upon the current Standing Orders and be aware of the Clerk's delegated powers.
3. To ensure that agendas for meetings of the Council and its Panels or Committees are prepared in consultation with the Chair of the Council and each Panel or Committee Lead, and to ensure that such meetings are recorded and that minutes are prepared for approval.
4. To ensure that all decisions of the Council, and its Panels or Committees are carried out promptly and accurately.
5. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications. To identify any new policies that the Council may need and to work with Members to develop those policies.
6. To issue correspondence as a result of the instructions of, or the known policies of, the Council. To receive correspondence and documents on behalf of the Council, to deal with these or bring such items to the attention of the Council.

7. To be the first point of contact for Council members with regard to all Council matters, including all matters regarding the Councils staff and how Council business is delivered.
8. To carry out research and draw up, both on own initiative and as a result of Panel or Committee recommendations, proposals for consideration by the Council. To provide information and draft documents and to advise on practicability and the likely effects of specific courses of action upon which the Council may deliberate and decide on policy or courses of action.
9. To study reports and other data on the 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 consideration by the Council.
10. To supervise 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. With the Deputy Clerk, to organise regular appraisals for all staff and report the results to the HR Panel or Committee.
11. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council, attending training courses and seminars on the work and role of the Clerk as required by the Council, and to ensure that staff receive appropriate training and updating of skills to match their responsibilities.
12. To act as the Council's designated Health and Safety Officer and ensure that the Council's obligations to assess risks and to ensure any necessary actions are taken.
13. To act as the Data Controller for the Council and to ensure compliance with the Data Protection Act 1998 and any subsequent relevant legislation.
14. In accordance with S151 of the Local Government Act 1972, as the Responsible Financial Officer: 1) to be responsible for preparing and maintaining the accounts and other financial records of the Council (including those relating to VAT) in accordance with all statutory and other accounting and audit requirements and practices. 2) Allowing that delegation to other members of staff is necessary, to be responsible for ensuring all necessary budgeting, payments, reporting and/or other financial matters are carried out.
15. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are promptly met.  
To issue requests for payment on behalf of the Council for goods and services and to ensure payments are promptly received.
16. To build partnerships with public, private and voluntary organisations, that can add value to the role of the Council and assist the improvement of the Town.
17. To be a proactive, high profile ambassador for the Council and to represent it as required.

18. To be responsible for the communications of the Council including through the website and social media and preparing and issuing press releases about the activities or decisions of the Council, in consultation with the Chairman of the Council.
19. To be aware of possible/expected legislative changes that may or will affect the Council and to bring them to the attention of the Council.

Note: The Job Description outlines the main duties, responsibilities and prime functions of the post. It is neither exclusive nor exhaustive and there may be a reasonable requirement to undertake additional duties commensurate with the level of the post.

March 2022