

Fleetwood Town Council

Job Description

Clerk to the Council / Responsible Financial Officer

Revised February 2018 Approved by full council 24/4/18

Overall Responsibilities

The Clerk to the Council/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 Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. 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 them 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/Objectives

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 receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
4. To ensure that the Council's obligations for Insurance and Risk Assessment are properly met.
5. To prepare, in consultation with appropriate members, agendas, meeting packs and notices for meetings of the Council and Committees. To attend meetings and prepare minutes for approval.

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 on the instructions of, or the known policy of the Council.
7. To develop and maintain a social media and online presence (website), with input from the Community Development Officer (CDO) and members. Ensuring all information is accurate, up to date and timely, promoting the work of FTC within the community.
8. To draw up both on his/her own initiative and as a result of suggestions by Council, proposals, reports and business cases for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To act as the representative of the Council as required at all relevant community events, and meetings.
11. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of the Council.
12. To administer the financial business of the allotments in consultation with the CDO, banking payments received, and ensuring statutory requirements are met.
13. To acquire the necessary professional knowledge and training required for the efficient management of the affairs of the Council, e.g. via membership of the Society of Local Council Clerks, and to attend meetings of the National Association of Local Council and Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council.
14. If appropriate, to undertake training and assessment to acquire the Certificate in Local Council Administration (CiLCA). To be funded by the council.
15. To act as the council's data controller ensuring all personal information is safeguarded in accordance with the GDPR.

PERSON SPECIFICATION

(E = Essential, D= Desirable)

1. A minimum of five passes at GCE level, including Maths and English, or an equivalent qualification. E
2. Good time management and organizational skills E
3. Excellent Interpersonal skills and the ability to communicate Effectively at all levels with tact and diplomacy E
4. The ability to work to deadlines under pressure and on multiple Tasks. E
5. The ability to be discrete when handling sensitive information E
6. Proficient typing and word processing skills and a working knowledge of MS Office software and e-mail. E
7. The ability to accurately account for income and outgoings E
8. Experience of preparing agendas and taking minutes E
9. Experience in researching and preparing business cases to take new Initiatives forward E/D
10. The ability to calculate and apply for VAT refunds on an annual basis E/D
11. Previous experience in the role of Parish or Town Clerk or similar role D
12. Hold the Certificate in Local Council Administration (CiLCA) D