

## **DEVIZES TOWN COUNCIL**

**JOB DESCRIPTION: Town Clerk and Responsible Financial Officer**

### **Job Purpose:**

The Town Clerk is the Chief Executive and Proper Officer of the Council and as such has overall responsibility for the management of the Council. As the senior officer, the Town Clerk is required to advise the Council on and assist in the formulation of overall policies and ensure that the Council acts only within its legal powers.

**Responsible To:** The Council

**Location:** Town Hall

### **Main Responsibilities:**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To act as the Council's senior advisor and to assist the Council in the formation of its policies and execution of a wide range of services, ensuring that the policies and instructions of the Council, in connection with its function as a Local Authority are carried out.
3. To develop and manage the strategic and business planning for the Council in line with the Town Council's business objectives and policies
4. As the Council's lead officer to effectively implement the full requirements of Quality Council within the Town Council.
5. As responsible finance monitor, to monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
6. To continually review and develop the Town Council's business objectives and strategies to ensure targets are met. To develop and implement systems of performance management to ensure the efficiency, effectiveness and economy of the Council services and to promote continued improvement in wide range of service delivery.
7. To undertake significant delegated responsibilities and authorities of the Council properly delegated to the Town Clerk in accordance with Standing Orders and Financial Regulations.
8. To regularly review Council policies and procedures, including Standing Orders and Financial Regulations to ensure continued benefits to the town and the administration of the Council and to reflect changes in legislation. To actively assist the Council in the formulation of effective policies and procedures.
9. To be responsible for the custody and security of all correspondence and documents concerning the Council.
10. To regularly represent the Council with delegated authority and to consult with other Local Authorities, organisations and charities as appropriate.
11. To ensure the council follows principles of equality and diversity in its policies in dealings with public and staff

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12. 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.
13. Ensure all work practices, use and storage of chemicals and cleaning materials and use and storage of equipment is carried out in compliance with Health and Safety at Work requirements.
14. Joint responsibility with the office staff for the front line reception service dealing with counter enquiries and answering incoming calls.

**Key Tasks:**

1. Staff Management: Overall responsibility for: recruitment and selection of staff; staff induction; staff appraisal; discipline and grievance resolution. Monitor staff performance and ensure that all staff are appropriately trained to carry out their duties and responsibilities in an effective way.
2. Co-ordination & Leadership of Council Projects: The management of projects and delegation of authority as appropriate, for all Council projects in accordance with Committee guidelines.
3. To provide and analyse information and recommend to the Council courses of action in order to ensure effective and efficient decision-making.
4. Recommendations and advice to Council regarding legislation and Standing Orders, service delivery or delegation as appropriate.
5. Health and Safety: Responsible, directly or indirectly, for security and maintenance of all Council buildings, property and sites owned by the Town Council, adhering to health and safety regulations.
6. Finance: Ensuring Town Council finances are managed appropriately and that the Council fulfils its obligations under Audit and Accounting Regulations.
7. The Devises Town Council is a Local Council Award Authority and therefore all members of staff are required be aware of the Council's performance indicators and endeavour to achieve these set targets.
8. The responsibility for the smooth running of the Authority is incumbent on all members of staff. During times of absence of colleagues or high workloads, you will be expected to help with take on additional duties and responsibilities, which are inline with your grade.

**General:**

1. The post holder has personal responsibility for safety as outlined in the Health and Safety at Work Act 1974.
2. All staff are required to abide by and promote equalities within the Town Council as outlined in the NJC Pay & Conditions of Service.
3. This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

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