

# WHITBY TOWN COUNCIL



## JOB DESCRIPTION – TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

**Post No TC1**

### **Overall Responsibilities**

1. 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.
2. The Town 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.
3. 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.
4. To advise the Council on legal matters pertaining to the operation of the Council and seeking expert independent advice when required.
5. To 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 responsible for all the financial records of the Council and the careful administration of its finances.
6. To ensure that the Council meets its obligations under the High Court Action and lease and maintains the fabric of the Pannett Art Gallery and Whitby Museum building including all services, security and caretaking.
7. To ensure all Council property both owned and leased, is maintained to appropriate standards, this includes all land and assets whether managed directly or through contractors.
8. To ensure that the Council has due regard to all Health & Safety Legislation in respect of its operations.
9. To ensure that legal, statutory and other provisions governing or affecting the running of the council are observed.

10. To monitor and balance the Council's accounts and prepare records for audit purposes, and VAT.
11. To ensure that the Council's obligations to insure are properly met
12. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval.
13. 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.
14. To issue correspondence as a result of the instructions of, or the known policy of, the Council.
15. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are authorised by the Town Council prior to payment. To issue invoices on behalf of the Council for goods and services to ensure payment is received.
16. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields.
17. To draw up both on own initiative and as a result of suggestion by councillors proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
18. To supervise any other members of staff 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.
19. To monitor and implement policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
20. To act as representative of the Council as required.
21. To attend all meetings of the council, its committees, sub committees and working parties, unless specifically delegated to another Officer.
22. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of the Council.
23. To attend training courses on the work and role of the Clerk as required by the Council.
24. To attend the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required by it.
25. As a key holder responsible for opening, closing and security of the building, including the setting of security alarm. Acting as a contact in the event of emergency

26. To attend and act as Clerk when required to meetings of the Pannett Art Gallery and Whitby Museum Trust and the Pannett Park Trust
27. Any other reasonable duties that the Council may from time to time instruct him/her to do.
28. To act as the Town Councils Data Controller to ensure that all legal requirements under the Data Protection Act and General Data Protection Regulations are complied with.

### **Specific responsibilities**

1. To carry out the duties of **Responsible Financial Officer**
  - To carry out the financial management and preparation of accounting statements
  - Prepare all year end account statements in accordance with Governance and Accountability for Smaller Authorities in England
  - Complete all documentation required for VAT and submit claims on an annual basis as a minimum
  - To maintain all accounting records and supporting documents including approval of payments and receipts, budgeting and bank reconciliations monthly and report to Finance Policy and General Purposes Committee
  - To implement and exercise internal controls in accordance with Financial Regulations
  - Management and supervision of staff payroll through SAGE payroll and ensure timely payments in respect of HMRC and pension liabilities.
  - Compliance with laws, regulations and proper practices as defined in Governance and Accountability for Smaller Authorities in England
  - Ensure compliance with the exercise of public rights
  - Implement appropriate risk management measures in respect of financial matters
  - Provide assistance and information to twice annual internal audit inspection
  - Prepare all documentation for submission to External Audit as defined in Governance and Accountability for Smaller Authorities in England
  - Bring all internal and external audit reports to the attention of the Council
2. To carry out the function of Clerk to the **Full Council** which includes:
  - Organisation of meetings
  - Production of agendas
  - Editing minutes produced by a minute clerk at the meeting and producing an accurate written record of such
  - Attending to any correspondence in support of decisions made by the Full Council
  - Maintaining computerised document management records
  - Attend meetings in support of decisions of the Full Council
  - Liaison with members of the public and other authorities regarding Full Council decisions
2. To carry out the function of Clerk to the **Finance Policy and General Purposes Committee** which includes:

- Organisation of meetings
- Production of agendas
- Taking minutes of the meeting and producing an accurate written record of such
- Attending to any correspondence in support of decisions made by the Finance Policy and General Purposes Committee
- Maintaining computerised accounts system and budget control system to ensure compliance with Governance and Accountability for Smaller Authorities in England
- Report monthly on approval of payments and current budget balances.
- Prepare draft annual budget based upon requirements from other Committees for payroll, maintenance, projects administration etc.
- Based on annual budget projections calculate precept requirement for recommendation to Full Council
- Maintain Council Governance documents ensuring that periodic reviews are undertaken by the Committee
- Prepare new policy and procedural documents as required for consideration by the Committee
- Management of service contracts, utilities and consumables to ensure they represent best value.

3. To carry out the function of Clerk to the **Human Resources Committee** which includes:

- Organisation of meetings
- Production of agendas
- Taking minutes of the meeting and producing an accurate written record of such
- Attending to any correspondence in support of decisions made by the Human Resources Committee
- Liaison with members of the public and authorities regarding Human Resource matters
- Ensure the Town Councils compliance with employment law and its own employment policies, in conjunction with the Council's employment advisors.
- Carry out Annual staff appraisals and periodic staff development sessions including regular team meetings.
- Source and identify training opportunities and needs for all staff and present requirements to Committee.
- Represent the Council in respect of disciplinary, grievance or other employment related issues.

4. To carry out the function of Clerk to the **Town Development and Improvement Committee** which includes:

- Organisation of meetings
- Production of agendas
- Taking minutes of the meeting and producing an accurate written record of such
- Attending to any correspondence in support of decisions made by the Town Development and Improvement Committee
- Liaison with members of the public and authorities regarding Town Development and Improvement Committee matters

5. To carry out the function of Clerk to the **Joint Management Committee** which includes:
  - Organisation of meetings
  - Production of agendas
  - Taking minutes of the meeting and producing an accurate written record of such
  - Attending to any correspondence in support of decisions made by the Joint Management Committee
  - Liaison with members of the public and authorities regarding Joint Management Committee.
  - Preparing reports for the Committee on building, security and caretaking matters.
  - Appointing, liaising and discussing work with contractor's subject to Joint Management Committee instructions and instructions from the Finance Policy and General Purposes Committee
  
6. To carry out the function of Clerk to the **Christmas Lights Sub Committee** which includes:
  - Organisation of meetings
  - Production of agendas
  - Taking minutes of the meeting and producing an accurate written record of such
  - Attending to any correspondence in support of decisions made by the Christmas Lights Sub Committee
  - Liaison with members of the public and authorities regarding Christmas Lights Sub Committee matters
  - Maintaining accurate records of equipment and resources
  - Appointing, liaising and discussing work with contractors subject to Christmas Lights Sub Committee instructions
  - Supervision of all purchase orders being raised and budget control.

### **Other duties**

1. To provide advice and information to Councillors as and when required, and communicate with other organisations, members of the public and other authorities on their behalf
2. To supervise all staff on a day to day basis.
3. To operate a computer to facilitate the duties of the position, and use a variety of office equipment including telephones, photocopier, laminator, printers.
4. As a key holder responsible for opening, closing and security of the building, including the setting of security alarm. Acting as a contact in the event of emergency
5. To supervise the updating of the Town Council website on a regular basis and with other staff maintain the website content to give a consistent range of information
6. Due to the nature of the post, you will be required to work some evening duties which can sometimes be at short notice

7. A need for a flexible approach to all tasks is necessary, the ability to prioritise workload to tight deadlines and participation in working as a team member is required
8. To attend and act as Clerk when required to meetings of the Pannett Art Gallery and Whitby Museum Trust and the Pannett Park Trust
9. Any other duties at the discretion of the Council

***Responsible to***

10. Full Council