

OKEHAMPTON TOWN COUNCIL

JOB DESCRIPTION

TOWN CLERK AND 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 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 be responsible for the oversight of all financial records of the Council and the careful administration of its finance. The Clerk will be responsible to the Chair of the Policy and Resources Committee and ultimately the Mayor.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor the work of a designated officer responsible for the day to day management of the Council's finances, including the preparation of records for audit, payment of accounts and VAT returns.
3. To ensure that the Council's obligations for Risk Assessment and Internal Control are properly met.
4. To prepare agendas for meetings of the Council and Committees, in consultation with the relevant Chairman, and to attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another officer.
5. 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.
6. The role regularly requires working one or more evenings per week to attend meetings, with occasional weekend working for civic events. Time off in lieu can be agreed.
7. To receive correspondence and documents on behalf of the council and to deal with the correspondence or documents and where necessary bring such items to the attention of the Council. To issue correspondence as a result of instructions of the Council or according to its Policy.
8. 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 and to produce reports for circulation and discussion by the Council.
9. To draw up, both on his/her own initiative and as a result of suggestions by Councillors, proposals for consideration by Council and to advise on practicability and likely effects of specific courses of action.

10. To manage and develop 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.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To organise, together with other staff, all civic events throughout the year and to attend all civic events in his/her official capacity as Officer of the Council.
13. To act as the representative of the Council as required.
14. To issue notices and prepare agendas and minutes for the Town Meeting; to attend the assemblies of the Town Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
15. To prepare, if necessary in consultation with the relevant Chairman, press releases about the activities of, or decisions of, the council.
16. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
17. To continue to acquire and update the necessary professional knowledge for the efficient management of the affairs of the Council
18. 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.