



Kidsgrove Town Council

Job Description for: Town Clerk and Responsible Financial Officer (RFO)

Main Function of Position

- To fulfil all the requirements of the Town Clerk, Proper Officer and Responsible Financial Officer to the Town Council.
- To provide advice and guidance to all stakeholders on matters involving the Town Council.
- To support all Members of the Town Council.
- To directly or indirectly manage all employees of the Town Council subject to the Council's standing orders.
- To manage the Town Council's functions and assets.
- To support the Mayor, Deputy Mayor and Members of the Council in their ambassadorial role for Kidsgrove.
- To support the Town Mayor in ensuring effective Governance of the Town Council and the proper conduct of the Members

GRADE	LC3
Responsible To:	The Town Council
Responsible For:	The management of Town Council responsibilities, services and processes

Overall Responsibilities:

The Town Clerk is the Proper Officer of the Town 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 Proper Officer. The Town Clerk will be responsible for the day to day management of all staff and ensuring that the instructions of the Town Council in connection with its functions as a Local Authority are carried out.

The Town Clerk will advise the Council on, and assist in the formation of, the overall statutory and non-statutory governance policies to be followed in respect of its activities and in particular to produce all the information required for effective decision making and implementation.

The Town Clerk will be accountable to the Town Council for the effective management of all its resources and as the Responsible Finance Officer for reporting to the Town Council as and when required.

Specific Responsibilities:

1. To act as Proper Officer and to ensure that statutory and other provisions governing or affecting the running of the Town Council are observed.
2. To act as Responsible Financial Officer with responsibility for monitoring and balancing the Town Council's accounts and to ensure the preparation of records for audit purposes and VAT.
3. To provide advice to Members, stakeholders and staff on matters affecting any services provided by the Town Council.
4. To advise on the identification, development, adoption and implementation of governance and local service policies as required by the council and to ensure that the Town Council's obligations for Risk Assessments are properly met.
5. To prepare, in consultation with appropriate Members, agendas for Meetings of the Town Council and its Committees. To ensure Officer attendance at such Meetings and to oversee the preparation of the Minutes of those Meetings for approval.
6. To attend all Meetings of the Town Council and all Meetings of its Committees and Sub-Committees, other than where such duties have been delegated by the Town Council to another Officer.
7. To receive correspondence and documents on behalf of the Town Council and to deal with the correspondence or documents or bring such items to the attention of the Town Council. To issue correspondence as a result of instructions of, or with reference to the known policy of the Town Council.
8. To receive and report on invoices for goods and services to be paid for by the Town Council and to ensure such accounts are met. To ensure that invoices on behalf of the Town Council for goods and services are issued and to ensure payment is received.

9. To provide a comprehensive financial report to Members for each council meeting detailing expenditure compared to budget and details of significant variances.
10. To manage the Council's accounting system and prepare year-end accounts.
11. To study and appraise all reports, consultations and other information on activities affecting the Town Council and where appropriate, to discuss such matters with the Officers of the Borough Council the Town Council's partners and others as required to produce reports for discussion and resolution by the Town Council and or its Committees.
12. To prepare reports on matters and services that affect the Town Council and in consultation with appropriate members prepare reports for consideration by the Town Council and to advise on practicability and likely effects of specific courses of action.
13. To appoint and supervise consultants approved by the Town Council.
14. To manage other members of staff in accordance with the organisational structure and to undertake all necessary activities in connection with the management of work and the training needs of staff.
15. To monitor the policies of the Town Council to ensure they are achieving the desired result and where appropriate, suggest modifications and initiate review.
16. To develop links with prospective partners, including local business, voluntary organisations and neighbouring councils.
17. To prepare, in consultation with the Mayor or his or her nominated representative, press releases regarding the activities of or decisions of the Town Council.
18. To prepare a Personal Development Plan and to attend training courses or seminars on the work and role of the Town Clerk as required.
19. To obtain and then maintain the qualification of Qualified Clerk.
20. To work in any premises in the ownership or interest of the Town Council.

21. To manage the running and maintenance of Town Council's assets including the Victoria Hall which includes management of bookings and health and safety.
22. To fulfil any other function requested by the Council which is appropriate to the position.