



Filey Town Council

Council Offices
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Filey
North Yorkshire
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JOB DESCRIPTION – TOWN CLERK/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 postholder will also carry out the duties of a Responsible Finance Officer and as such will be responsible for all financial records of the Council and the careful administration of its finances.

The Clerk will be responsible for ensuring that the lawful 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 (including its buildings and land) and will report to them as and when required.

The Clerk will advise on investment and general financial policy, in conjunction with external advisers as necessary.

The Clerk will develop, on instructions from the Council, positive links with other organisations, statutory, private, voluntary and community.

Specific responsibilities

1. To ensure that Statutory and other provisions governing or affecting the running of the Council are observed and properly undertaken.
2. To undertake the duties of Responsible Financial Officer under S151 and to be responsible for the preparation and submission of records for audit purposes and VAT in line with current legislation.
3. To ensure that the Town Council's Standing Orders and Financial Regulations are properly observed and implemented.
4. To take appropriate action to ensure that all Council elections and co-options are undertaken in accordance with legal requirements.
5. To ensure the Council's obligations for Risk Assessment and insurance are properly met.
6. To prepare, (in consultation with appropriate members) advertise and distribute (in accordance with the requirements of the law) agenda for meetings of the Council, its Committees and sub-committees and to attend such meetings and prepare minutes for approval, (other than where such duties have been delegated to another Officer).

7. Keep safely and conveniently in secure but accessible custody, all deeds, plans, records, letters or other documents of or concerning the Council.
8. 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 as a result of instructions of, or the known policy of, the Council.
9. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met within the timescale required and to issue invoices on behalf of the Council for goods and services and to ensure payment is received within the required timescale.
10. 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.
11. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
12. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications. To be the Council's principal advisor on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all council policies and procedures meet statutory requirements.
13. To attend to the day to day management of the Council's property and/or areas of responsibility.
14. To supervise other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, working practices, annual appraisals, conditions of employment and work of other staff.
15. The Town Clerk, as the Council's Senior Officer to have delegated power to manage attendance, short term sickness absence, return to work interviews, annual leave, maternity leave, paternity leave, adoption leave, carer's leave, compassionate leave, flexible leave requirements, and staff inductions in line with current agreed council policies.
16. The Town Clerk to have delegated power after consultation with the Staffing Committee to progress any staffing matters with Scarborough Borough Council's Human Resources and Performance Team.
17. To advise on, and implement changes to the staff structure as required and authorised by the Council.
18. To prepare and submit to the Scarborough Borough Council funding requirements and payments in respect of any Model Agreement functions, and in respect of any other Agency agreements.
19. To prepare and maintain a rolling Business Plan for the activities of the Council
20. To prepare financial appraisals for potential and actual projects of the Council
21. To prepare financial reports for the finance committee, and/or the council. These reports will cover budget monitoring, fund balances, receipts to date, payroll summary, payment

of accounts, and other relevant current matters.

22. To submit the precept to the district council and supply any breakdown requested.
23. To bank regularly (daily if necessary) all money received and expended by the council.
24. To ensure that all money due to the council is billed and collected promptly.
25. To identify the duties of all staff dealing with financial transactions, and ensure, as far as possible, the division of responsibilities of those staff in relation to larger transactions.
26. To manage cash flow and control investments and bank transfers.
27. To control payments by cheque.
28. To handle the overall management of payroll, including the Local Government Pension Scheme. To ensure prompt payment of tax and national insurance to the collector of taxes either monthly, or where appropriate, quarterly. Also to ensure prompt payment of sums due to the pension authority.
29. To take overall responsibility for submission of quarterly VAT returns and to deal with VAT inspectors.
30. To verify and code to expenditure heads suppliers' invoices prior to certification for payment.
31. To prepare and balance final accounts in accordance with the regulations and report thereon to finance committee and the council.
32. To produce accounts and records for external audit in accordance with the regulations.
33. To arrange for internal audit material of all aspects of the council's financial affairs
34. To monitor compliance with the council's financial regulations and to ensure correct financial systems and controls are in place. The purpose of financial regulations is to set out the arrangements for governing the conduct of the financial transactions of the council and to ensure compliance with the accounting requirements of the regulations.
35. To manage insurance risk. To process claims as necessary. To report annually to finance committee or council on insurance risk covered ensuring adequate fidelity guarantee insurance is provided
36. To maintain the council's register of property and assets
37. To be competent in the use of a computerised SAGE Accounting system
38. To be responsible for drawing up specifications for all goods and services required by the Council, obtaining quotation and tenders, negotiating terms, and monitoring the quality of such goods and services obtained
39. To be responsible for the security and safety of the Council's premises, to be key holder, and ensure that all fire and other safety checks are carried out, including regular risk assessments.
40. To be responsible for Health & Safety matters in conjunction with the council's Health & Safety Risk Advisor.
41. To represent the Council, on Working Parties and meetings of external bodies, as specifically instructed by the Council, producing written reports for the Council (other than where such duties have been delegated to another Officer).

42. To issue notices and prepare agendas and minutes for the Annual Parish Meeting;
43. To act as the representative of the Council as required and to represent the Council, if required to do so, at Public Local Enquiries or other similar events.
44. To prepare, in consultation with the Chairman, press releases about the activities of or decisions of the Council and to prepare for publication the Council's newsletters.
45. To undertake overall responsibility as instructed by the council for the organisation of civic events and functions.
46. To be responsible for the management of electronic tablet devices for councillors and staff and the management of the Microsoft Office 365 system (including Sharepoint) to send agendas, minutes and associated correspondence to councillors within statutory notice.
47. To be responsible for the management of the Town Council's website and uploading of information and recording of council meetings.
48. To uphold the Council's status of holding a Quality Award as awarded by the Local Council Award Scheme (re-accreditation every four years)
49. To uphold the Council's status of being able to use the 'General Power of Competence' by being/becoming a qualified clerk who holds the CiLCA qualification including achievement of the General Power of Competence module.
50. To maintain high standards of professional knowledge through training, possessing, or seeking the status of a qualified Clerk, and membership of the Society of Local Council Clerks and the Institute of Local Council Management.
51. To attend training courses on the work and role of Town Clerk and Responsible Financial Officer as authorised by the Council.
52. To apply the principles of equality and equal opportunities as embodied in the Council's policies and practices in order to promote equality of opportunity and treatment and the appropriate attitude and behaviour for all employees.
53. 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.
54. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

FILEY TOWN COUNCIL

TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER

SERVICE CONDITIONS AND RELATED MATTERS

Salary Grade	LC2 SCP 30 to 34 , of the National Joint Council (NJC) for Local Government Services, according to age and experience. There is no additional payment for anti social hours and any additional hours worked must be taken as time in lieu unless otherwise agreed.
Place of Employment	Council Offices, 52a Queen Street, Filey North Yorkshire YO14 9HE
Hours of Work	37 hours - on a flexible basis to include evening meetings. The office hours are 9.00am to 12.30pm and 1.30pm to 5.00pm Monday to Friday.
Employment Status	Permanent
Conditions of Service	Unless specified to the contrary the National Joint Council for Local Government Services, National Agreement on pay and conditions.
Annual Leave	The initial holiday entitlement is 22 days plus bank holidays which includes 2 additional statutory days. After 5 years service the holiday entitlement increases to 25 days.
Pension Scheme	The post holder will be eligible to join the Local Government Pension Scheme.
Disqualification	Members of the Town Council or former Members of the Town Council (within the last 12 months) are disqualified from applying for employment with the Town Council.
Commencement	The successful candidate will commence on receipt of satisfactory references and other pre-employment checks. If applicants indicate that present employers cannot be approached for references prior to interview there will be a delay in the confirmation of appointment.
Notification	It is not possible to acknowledge receipt of each application or to notify candidates not selected for interview. If you would like an acknowledgement, please enclose a stamped addressed envelope with your application.