

Job Profile



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| Job Title | Town Clerk & Responsible Financial Officer |
| Responsible to | Great Torrington Town Council |
| Date | March 2018 |
| Workplace | Council Offices, Torrington |
| Hours | 20 hours per week (Tuesday, Wednesday and Thursday) plus 151.5 hours per year for attending Council meetings and out of hours work. |

Job purpose

To ensure that the legal, statutory, financial and other provisions governing or affecting the operation of Great Torrington Town Council are observed and that the policies, procedures and services adopted/undertaken by the Council are complied with.

Responsible For

- Office Manager
- Technical Assistants
- Ceremonial staff
- External Financial Controller

Main duties and responsibilities

- To carry out all the functions required by law of a local authorities Proper Officer and to issue all statutory notifications.
- To be responsible for ensuring that the lawful instructions of the Council in connection with its function as a local authority are carried out and that all policies, procedures and decisions relating to service delivery are implemented constructively.
- To advise the Council on, and actively assist in, the formulation of policies and procedures and to analyse and produce all the information required in respect of matters of interest to the Town Council and/or developments affecting the local community so as to enable elected members to make effective decisions.
- To monitor the operation and impact of Council policy and decisions to ensure that they are achieving the desired result, advising the Council where appropriate of any recommendations for modification/further action.
- To be the Council's Responsible Financial Officer, managing the Council's finances, VAT Returns, preparation and monitoring of its budget ensuring compliance with insurance requirements, audit and accounting regulations.
- To act as the official representative of the Council as required, liaising and building effective relationships with the public, other organisations and the press as appropriate.
- To prepare, in consultation with appropriate members agendas for meetings of the Councils, its committees, working parties and other groups. To attend meetings and prepare minutes for approval.
- To receive correspondence and documents on behalf of the Council and to prepare correspondence on the instruction, or known policy of, the Council.
- To manage the projects undertaken by the Town Council whilst ensuring all aspects of legal compliance and best value.
- To supervise and monitor the work of the Town Council's staff, ensuring that the Council's responsibilities as an employer are met, undertaking all related personnel activities including those associated with appointment, induction, management of performance, conditions of service, training and Health & Safety.
- Responsible for monitoring and reviewing working practices, policies and procedures.
- To oversee the organisation and the conduct of civic ceremonies and services.

Other duties:

- To work within Health & Safety guidelines in accordance with the Health & Safety at Work etc.
- To work flexible hours to meet the need of the service undertaking work at weekends and outside normal office hours as required.
- To support the Council's commitment to equality and diversity at all times.
- To undertake all training and development initiatives as required
- The post holder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

| Skills | Method of Assessment |
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| Essential | |
| Ability to manage own workload | A & I |
| Competent in the use of Microsoft Office package | A & I |
| Ability to prioritise workload, work to deadlines and under pressure | A & I |
| Creativity and innovation, exercised regularly within general guidelines | A & I |
| Demonstrate integrity at all times | A & I |
| Create solutions, policies and strategies to address issues | A & I |
| Strong leadership skills | A & I |
| Excellent verbal, written communication and interpersonal skills with the ability to engage at all levels | A & I |
| Ability to build effective relationships with key stakeholders | A & I |
| Ability to interpret legislation and communicate key aspects | A & I |
| Other job related requirements | |
| Ability to attend evening and weekend meetings (as required) | A & I |
| Required to exercise discretion and judgement in a range of areas which lead to the setting of work standards and/or decisions leading to changes in important procedures or service practice. | A & I |

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.