



## RAMSGATE TOWN COUNCIL

### **JOB DESCRIPTION TOWN CLERK / RESPONSIBLE FINANCIAL OFFICER**

#### **Overall responsibilities:**

- The Clerk to the Council is the proper officer of the Council and as such is under the statutory duty to carry out all the functions of the Council and to serve or issue all the notifications required by law of a proper officer.
- The Clerk is responsible for carrying out the instructions of the Council.
- The Clerk advises the Council and assists in the formation of policy regarding the Council's activities.
- The Clerk is accountable to the Council for the effective management of its resources and its employees and will give regular reports on their status to the Council.
- The Clerk is the Responsible Financial Officer.

#### **Specific responsibilities:**

- The Clerk will ensure that the appropriate governance of the Council, including Standing orders is observed.
- That contracts are properly let and follow the processes set down in the standing orders.
- The Clerk is required to ensure that all contracts are let so as to maximise value for money and quality. Longstanding contracts to be regularly monitored and changed in order to maximise value for money.
- The Clerk is to ensure the confidentiality of matters that are not in the public domain, and to ensure compliance with the Data protection and Freedom of Information Acts.
- To ensure that the Council has an effective Health and Safety policy, and that risk management is effective and compliant with legislation.
- To review and overhaul all Council policies and to check that they are adequate and fit for purpose.
- To ensure that the Council's documents are kept safely and are accessible for inspection.
- The Clerk is responsible for drafting meeting agendas and recording the minutes of the transactions of those meetings.
- The Clerk should act as the first point of contact to Councillors on all Town Council Matters.
- The Clerk should advise the Council on what steps are necessary to ensure the resilience of the Council and community it serves. This is especially true in emergency situations such as the current COVID-19 pandemic.
- The Clerk receives correspondence on behalf of the Council and where appropriate raises any issues with the Chair and Council for instruction.

- The Clerk will draft an agenda and record the minutes of each Annual Town Meeting.
- The Clerk has oversight of all Council assets and should keep and update the asset register.
- The Clerk is the main project manager and will also be responsible for grant applications.

### **Financial management**

- The Clerk has oversight of the Council's finances via the Deputy Town Clerk. The Clerk will ensure that there is adequate record keeping and that the accounts are properly prepared for internal and external audit.
- The Clerk will make sure that the Council's financial standing orders are fully compliant, are adequate and are applied.
- The Clerk will draft an annual budget for the Council with the Deputy Town Clerk.
- The Clerk will ensure that the Council's financial resources are kept secure and that losses are prevented and kept to a minimum.
- The Clerk will ensure that any taxes are paid, and that VAT is reclaimed where appropriate.
- The Clerk will ensure that the annual precept is derived and approved in a timely manner and in line with the requirements of the District Council.
- The Clerk will make sure that all payments are correctly authorised, and that all banking activity is closely monitored.
- The Clerk will ensure that the Council and its Committees are kept fully apprised with their budgets and what has been spent during each Council year.

### **Staff management**

- The Clerk is responsible for the management of any and all Council staff.
- The Clerk is responsible for working out individual development plans for each Council employee, by using annual appraisals, training schemes and regular interviews to assess how each employee is progressing along his/her individual development plan.
- The Clerk should put in place systems to measure hours worked, and leave accrued and taken for each employee. The Clerk should set up staff leave schedules that deliver sufficient cover for all Council tasks throughout each Council year.
- The Clerk is responsible for ensuring that the Council is kept fully informed on how the Council staff are performing, and the outlines of the manpower budget in terms of leave and cover.

### **General responsibilities**

- The Clerk is expected to attend the main Council meetings and any Council Committee meetings that require her/his input.
- The work of the Clerk is to conduct Council business as speedily and effectively as possible.
- The Clerk can expect to work to a pattern that requires her/his attendance 'out of hours' and at weekends; not just the normal business hours of 9 to 5 on 5 days per week.
- The Clerk is expected to be flexible and to undertake duties that are not listed above but are required for the good governance and wellbeing of the Council.
- Succession planning for staff and the postholder.

## **JOB SPECIFICATION**

### **Education**

#### Essential

- Educated to degree level or equivalent Undertaking or is able to complete the Certificate in Local Council Administration (CiLCA) within 18 months of being appointed. Has an appropriate professional or management qualification.

#### Desirable

- Qualifications either recognised or of direct suitability to local government administration, including CiLCA.

### **Experience**

#### Essential

- Demonstrable experience of the formal recording of the transactions of meetings.
- Demonstrable experience of financial accounting, including book keeping, budget planning and generating financial reports.
- Demonstrable experience of working with the public.
- Demonstrable experience of the effective management of staff, so as to achieve the best outcomes for them and the Council.
- Demonstrable experience of project management.
- Demonstrable experience of completing funding applications.

#### Desirable

- Experience of issuing or instructing tender and contract documents.
- An understanding of planning law.
- Payroll administration.
- Previous local government experience and understanding.
- Records management.

### **Skills**

#### Essential

- An ability to produce clearly worded reports on any subject.
- Good basic IT skills in the main office/accounting packages.
- Experience in working in an office.
- Ability to lead and work within a team.
- Ability to delegate effectively and to manage your own workload.
- A good understanding of local government, its structures and the responsibilities of the Clerk and Councillors.
- Experience of working with and advising working groups, committees, and Councillors.
- Experience of working with contractors.
- An ability to ensure that the Council remains lawful in its transactions at alltimes.
- Have excellent analytical and organisational skills.
- An ability to communicate within the Council and the public at large.
- Good interpersonal skills.

### Desirable

- An understanding of the operating environment of a Town/Parish Council.
- Comprehensive understanding of the legal framework in which the Town/Parish Council operates.
- A confident public speaker.
- Working knowledge of employment legislation.
- Working knowledge of writing grant applications.
- An effective practitioner of press releases and the management of external relationships.
- Experience of the Planning process at all levels.
- Experience of project management.