



## **Northleach with Eastington Town Council**

### TOWN CLERK

We are seeking an organised and community aware person to be responsible for the day to day management of the Town Council in this small historic Cotswold market town. You will be accountable for all relevant statutory duties as well as meeting the objectives set by the Council.

The position is for 23 hours per week and based upon NJC pay scales for SCP 25 to 27 (£14.92 to £15.81 per hour in 2019-2020) depending on qualifications and experience, plus Local Government Pension Scheme.

The ideal candidate will be a CILCA qualified Clerk, although consideration will be given to applicants who can demonstrate relevant experience and who are willing to work towards the CILCA qualification.

The successful candidate must have good leadership and interpersonal skills in order to guide the council in its decision-making process and demonstrate the ability to manage and develop a small team of council staff. Core duties will include preparing agendas and reports, taking minutes, managing staff and maintaining financial records, including VAT returns.

The job description and application pack can be downloaded from:  
<http://northleach.gov.uk/clerk-vacancy>

For more information and an informal chat, please contact the Chairman Rob Platts at [rob.northleach.gov.uk@gmail.com](mailto:rob.northleach.gov.uk@gmail.com)

Closing date for applications: **5pm Friday 1st May 2020**

Interviews will be held during the week commencing: 11th May 2020

## **JOB DESCRIPTION – Town Clerk**

\* = Statutory Duties

### Overall Responsibilities

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 Town Clerk is:

- \*Totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out;
- \*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 ensure all decisions are implemented;
- Accountable to the Council for the effective management of all its resources including council staff and will report to it as and when required; and
- \*The Responsible Financial Officer (RFO) responsible for all financial records of the Council and the proper administration of its finances.

### Specific Responsibilities

1. \*Ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. \*Monitor and balance the Council's accounts and prepare records for audit and VAT purposes.
3. Ensure that the Council's obligations for Risk Assessment are properly met.
4. \*Prepare or manage the preparation of, in consultation with appropriate members, agendas for meetings of the Council and Committees.
5. \*Attend such meetings and prepare minutes for approval. (Other than where such duties have been delegated to another Officer).
6. \*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.
7. \*Receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.

8. 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. Produce, either independently or following suggestions by Councillors, proposals for consideration by the Council and advise on practicability and likely effects of specific courses of action.
10. Supervise other members of staff as their line manager in keeping with the policies of the Council and undertake all necessary activities in connection with the management of salaries, conditions of employment, career progression and performance.
11. Monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. Act as the representative of the Council as required.
13. Issue notices and prepare agendas and minutes for the Annual Town Meeting; Attend the assemblies of the Annual Town Meeting and implement the decisions made at the assemblies that are agreed by the Council.
14. Prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
15. Attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. Acquire and continuously develop the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of the professional body, The Society of Local Council Clerks (SLCC).

Note: A Staffing Subcommittee has been appointed by the Council to make decisions about staffing matters and support the Town Clerk. The Subcommittee represents the Council's HR department with a range of responsibilities including the review of staff salary paycales, training programmes, performance management and conduct annual appraisals. The full range of responsibilities is defined in the Staffing subcommittee terms of reference that can be made available on request.

PERSON SPECIFICATION - TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER

	<b>Essential</b>	<b>Preferred</b>
<b>Educational qualifications</b>	Good general education: min. 5 GCSEs or equivalent with good standards of Maths and English	A recognised qualification in local government administration e.g. CiLCA or commitment to work towards this
<b>Work Experience</b>	Good general administrative background including some finance and procedures  Experience of producing agendas and minuting meetings.	Previous local government experience  Experience of supervising staff  Experience of dealing with the public including in potentially confrontational circumstances
<b>Skills/ knowledge and aptitude</b>	Good IT and presentation skills, including use of spreadsheets  Ability to problem solve  Understanding of the legal framework and environment in which the Town Council operates  Able to maintain good relationships with Councillors, staff, contractors, residents and public.	Able to produce reports on finance and other subjects
<b>Motivation</b>	Self-motivated and organised  Willingness to undertake training on all areas of work and keep up to date with current legislation  Willingness to act as the Council's representative	
<b>Other</b>	Able to attend evening meetings and demonstrate flexibility as required  Driving licence, car owner and ability to travel when required	