

<b>North Tawton Town Council – Job Description Town Clerk/RFO</b>	
Job Title	Town Clerk/Responsible Financial Officer
Reports to:	NTTC Personnel Committee
Salary Grade	LC2 SCP 29-32 currently £19.41-£20.90 per hour
Hours of work	20 hours per week
<b>Main purpose of job</b>	
<ul style="list-style-type: none"> <li>The Town will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's Proper Officer in accordance with LGA 1972 and NTTC Standing Orders.</li> <li>The Town Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.</li> <li>The Town 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 information required for making effective decisions and to implement constructively all decisions.</li> <li>The person appointed will be accountable to the Council for the effective management of its resources and will report to them as and when required.</li> <li>The Town Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances in accordance with the Local Government Act 2003, Local Government Act 1972 s,151, The Accounts and Audit Regulations 2003 and NTTC Financial Regulations</li> <li>The Town Clerk will be the appointed Officer to act as the burial manager on behalf of NTTC burial authority for North Tawton Cemetery and St Peter's closed Churchyard, in accordance with LGA 1972 and LACO 1977 as amended.</li> <li>The duties and tasks as described within this document are not an exhaustive list; the postholder will also be required to undertake any other duties and tasks that are commensurate with the grade and level of responsibility of this post, either on a casual or on an ongoing basis.</li> </ul>	
<b>Core responsibilities, tasks and duties</b>	
<ul style="list-style-type: none"> <li>To ensure that statutory and other provisions governing or affecting the running of the Council are observed.</li> <li>To be responsible for all administration of the Council's financial affairs (accounting systems, budget control, invoices, VAT, payments and receipts) in accordance with Regulation 5 of The Accounts and Audit Regulations 2003.</li> <li>To ensure that the Council's obligations for Risk Assessment are properly met.</li> <li>To prepare, in consultation with appropriate members, agendas and supporting documents for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval and to implement the formally resolved decisions made at the meetings.</li> <li>To attend meetings of the Council, meetings of its committees and sub-committees and meetings of any charity managed by the Council as required.</li> <li>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.</li> <li>When required, 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.</li> <li>To draw up both on his/her own initiative and as a result of suggestions by Councillor's recommendations for consideration by the Council and to advise on practicability and likely effects of specific courses of action.</li> <li>To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications, including the NTTC Business Plan.</li> <li>To act as the representative of the Council as required.</li> <li>To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council, in accordance with the Council's media policy.</li> <li>To attend training courses or seminars on the work and role of the Clerk for continued professional development and as required by the Council, to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and Clerks is suggested.</li> </ul>	

- To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.
- To be the appointed cemetery manager for NTTC Burial Authority, to undertake the necessary training and attend ICCM webinars for continued professional development. Ensure compliance with relevant legislations and NTTC cemetery management policy, maintain and keep accurate records and financial controls, carry out the necessary investigation to ensure legal interments and memorial installations, arrange relevant health and safety inspections.
- To be responsible for ongoing day to day management of community assets, including checking and acting on H&S reports and inspections and undertaking all work in connection with planned and emergency maintenance and repairs and NTTC Asset Management Plans once finalised, in accordance with Clerks Delegated Authority, Standing Orders and Financial Regulations, or bringing the matter to Council for a decision.
- To act as line manager to all employees of the council.
- To act as Supervisor to the Council's appointed contractors and individual specific work appointed contractors. This part of the role includes:
  - Identifying necessary works where appropriate and approving work in accordance with the Clerk's Delegated Authority, Standing Orders and Financial Regulations, or bringing the matter to the Council for a decision.
  - Obtaining quotations, including preparation of tenders as required (consulting with relevant Councillors as appropriate) or being responsible for arranging such preparations in accordance with Standing Orders and Financial Regulations.
  - Ensure quotes and tenders meet required specifications
  - Present relevant information to Council/Committees, such that appropriate decisions can be made
  - Check invoices and check or arrange checks of works prior to making appropriate stage and/or final payments
  - Assess any applications for unforeseen works
  - Liaise with contractors as required when works are in progress.

### **Supervision and management of people**

- The Town Clerk is the line manager to all staff appointed by NTTC and responsible for the supervision and management of those postholders.
- Responsible for day to day and ongoing supervision and management of contractors.

### **Contacts and relationships**

- **Internal** – Regular contact with Chair and Vice Chair of Council, Chairs of NTTC Committees, NTTC Councillors, Employees of NTTC. Induction of new councillors and ongoing advice/information to all councillors as required.
- Maintaining good relationships with councillors and staff.
- **External** – Contact with members of the public, users of the cemetery, visitors, suppliers, and all other customers; all of which require a range of interpersonal skills - tact, diplomacy, discretion, assertiveness, professional attitude. In particular, it is essential to build and maintain good relationships with contractors and suppliers.

### **Decisions – discretion and consequences**

- Without close supervision, but subject to set guidelines, the postholder will be required to make decisions from an established range of alternatives and prioritise their workload to meet Council objectives.
- Judgment is required in providing solutions to problems within which there is a need to interpret information and from which a number of alternatives are possible.
- The post holder may suggest modifications/ variations to processes and working arrangements.

### **Work environment – work demands, physical demands, working conditions and work context**

#### **Work demands**

The postholder has a schedule of monthly tasks. Day to day work is subject to constant change reference deadlines, interruptions and competing demands; workload must be constantly re-prioritised.

#### **Physical demands**

Office environment, with occasional outside activities.

To attend the Cemetery to mark out interment plots and carry out inspections of the Cemetery and St Peter's Churchyard

To carry out visible inspections of contractors work and carry out inspections as required

**Working conditions**

Office environment with occasional outside activities and occasional attendance at evening meetings.

**Work context**

Office environment, based in the Town Council offices daytime between Monday and Friday plus occasional weekday evening meetings as required. Attendance for evening meetings will be deducted from the core hours of 20 hours per week.

**Overtime**

Overtime will not be paid unless pre-authorized by the Council for a specific purpose,