



## Preesall Town Council - Personnel Committee

Position: Part-time Town Clerk and Responsible Financial Officer

### **JOB DESCRIPTION**

#### **CLERK & RESPONSIBLE FINANCIAL OFFICER TO PREESALL TOWN COUNCIL**

#### OVERALL RESPONSIBILITIES

The Clerk to the Council 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 Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Town Council 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 Council'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 and will report to them as and when required.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

#### SPECIFIC RESPONSIBILITIES

- 1) To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- 2) To take direct responsibility for the administration of the Council's financial resources as well as to monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
- 3) To 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.
- 4) To manage the Council's payroll responsibilities for its employees.
- 5) To ensure that the Council's obligations for Risk Assessment are properly met.
- 6) To prepare and publish, in consultation with the Mayor, agendas for meetings of the Council. To attend such meetings, as appropriate, and prepare minutes of the Council meeting for approval.
- 7) To attend all meetings of the Council and all meetings of its committees and sub-committees. The majority of the meetings are held in the evening or Monday mornings.
- 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 supervise any 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,



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conditions of employment and work of other staff. Currently this would be two or three other part-time members of staff.

- 10) To ensure that the Council physical resources are adequately managed by liaison with all associated parties. This may include the procurement and management of service providers and contractors as per devolved powers or as the result of decisions made by the Council.
- 12) 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.
- 13) 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.
- 14) To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 15) To maintain & update the Town Council website.
- 16) To act as the representative of the Council as required.
- 17) To issue notices and prepare agendas and minutes for the Town Meeting: to attend the Annual Town Meeting and to implement the decisions made at that meeting that are agreed by the Council.
- 18) To prepare, in consultation with the Mayor, press releases about the activities of, or decisions of, the Council.
- 19) To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- 20) To assist in driving up the standards real and perceived of the Council and in the achievement of Local Council Award Scheme status if that becomes council policy
- 21) To work towards the achievement of the status of Qualified Clerk, within one year, as a minimum requirement for effectiveness in the position of Clerk to the Council.
- 22) To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body 'The Society of Local Council Clerks'.
- 23) To attend the Conference of the Lancashire Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

### **PERSON SPECIFICATION - CLERK & RESPONSIBLE FINANCIAL OFFICER TO PREESALL TOWN COUNCIL**

Competency	Essential Requirement	Desirable Requirement
Education, Professional Qualifications And Training	High level of numeracy and literacy.  Possession of or a willingness to work towards the Certificate in	Local Government Administration / book keeping qualifications.



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Competency	Essential Requirement	Desirable Requirement
	Local Council Administration.	
Abilities: Practical And Intellectual Skills	<p>Ability to work effectively on your own and in a team.</p> <p>A working knowledge and understanding of local government structure and practices.</p> <p>Competent in book-keeping and meetings administration in a legal framework.</p> <p>Computer literacy – competent in Word, Excel and Microsoft 365.</p> <p>Ability to communicate at all levels in the community both orally and in writing.</p> <p>Excellent organisational and time management skills.</p>	<p>Experience of dealing with the public.</p> <p>Knowledge of a computer accounting package.</p> <p>Experience of managing a small team.</p> <p>Past experience as a parish council clerk.</p> <p>Experience of managing small projects.</p>
Circumstances	<p>Ability to work evenings when council or committees meet.</p> <p>Willingness to undertake training.</p> <p>Flexible and committed to the Council.</p>	
Other	Able to attend evening meetings as required by the Council. (Monthly Council meetings are 2nd Monday of the month	



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Competency	Essential Requirement	Desirable Requirement
	<p>during 19.00 to 22.00 approximately.</p> <p>Able to attend evening and daytime committee meetings as required.</p> <p>Full driving licence, access to vehicle insured for business purposes and ability to travel</p>	