

JOB DESCRIPTION

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| Post No. & Job Title: | STCO1 Town Clerk |
| Salary Scale: | SO2/PO1 SCP 32-37 £29,055 - £33,136 per annum, pro rata for part-time |
| Responsible to: | Leader of the Town Council |
| Accountable to: | Stapleford Town Council |
| Responsible for: | Finance & Administration Assistant; Caretakers; Volunteers (events) |
| Main Purpose: | <p>The Town Clerk is the Proper Officer of the Town Council and ensures that all statutory functions, as a Local Authority, are carried out.</p> <p>The Town Clerk is accountable to the Town Council for the effective management of all its resources and is the Responsible Financial Officer.</p> |

Main Duties and Responsibilities

1. To ensure that the statutory and other provisions, governing or affecting the running of the Council, are observed.
2. As the Responsible Finance Officer, to develop draft accounts, seek their approval and ensure the Council operates within budget limits.
3. To review accounts, including salaries and allotment payments, and prepare records for audit purposes and VAT.
4. Overseeing all accounting procedures including (but not limited to) salaries, petty cash, allotment payments; monthly and year end reports, purchasing and sales ledgers, lettings, room hire etc., reporting to the Council at regular intervals.
5. To take any necessary steps and undertake processes associated with elections and filling of casual vacancies.
6. To ensure that the Council's obligations for Risk Assessment, Health and Safety and Financial Management are properly met.
7. To ensure the efficient and effective handling of complaints within the time limits of any agreed policy.
8. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and to prepare accurate minutes within the prescribed timeframes.
9. To attend all meetings of the Town Council and all meetings of its committees and sub-committees, other than where such duties have been delegated, by the Council, to another Officer.

- 10.** To undertake the necessary steps to assist the Council to develop and seek approval for a Neighbourhood Plan, including all necessary and statutory processes of consultation with the local population and relevant stakeholders.
- 11.** To receive and deal with correspondence and documents on behalf of the Council, reporting the contents of such items to the Council, issuing correspondence as a result of instructions from, or known policy of the Council.
- 12.** To study reports and other data on activities of the Council and on any matters, which may have a bearing on these 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 and/or its committees.
- 13.** To use initiative, as a result of suggestions by Councillors or proposals for consideration by the Council, and to advise on practicability and likely effects of specific courses of action.
- 14.** To supervise and manage members of staff, including continuing professional development, ensuring that Council policies, procedures and guidelines are implemented and adhered to.
- 15.** To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 16.** To act as the representative of the Council in a variety of situations including, but not limited to, civic events, community events or meetings of outside organisations, as and when required.
- 17.** To prepare, in consultation with the Leader of the Council, press releases about the activities and decisions of the Town Council.
- 18.** To manage the digital media of the Town Council, including the website, social media and digital print, by way of preparing, overseeing and approving articles, posts, press releases, photographs, videos or other media published.
- 19.** To attend training courses or seminars relevant to the role and work of the Town Clerk, as required and agreed by the Town Council.
- 20.** To act as the Designated Premises Supervisor and a Personal License Holder for Council premises and events.
- 21.** To plan, organise and attend events central to the community of Stapleford, in particular Remembrance Sunday and associated Remembrance events, and other events as approved by the Council.
- 22.** To continue to acquire and update the necessary professional knowledge required for the efficient management of the affairs of the Council.
- 23.** To act as the Data Controller for the Council.
- 24.** Any other reasonable duties that may be required within the scope of the post holder.