

Wells-next-the-Sea Town Council

Town Clerk - Job Description

Town Clerk and Responsible Financial Officer

Overall Responsibilities

The Town Clerk will be the Proper Officer of the Council and as such is under statutory duty to carry out all the legal functions, and in particular, to serve and issue all the notifications required by law of a local authority's proper officer. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, 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 implement constructively all decisions. The Clerk 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 of the Council, responsible for all the financial records of the Council and the careful administration of its finances.

The Clerk will be the Cemetery Registrar and will manage the day to day running of the Cemetery.

Specific Responsibilities

- 1 To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- 2 To monitor and balance the Council's accounts and prepare records for audit purposes and VAT. To prepare the Council's annual budget. As Responsible Financial Officer to be responsible for all the financial records of the Council and the careful administrations of its finances.
- 3 To ensure that the Council's obligations for risk assessment and insurance are properly met.
- 4 To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees. To attend such meetings and prepare minutes for approval.
- 5 To assist in preparing notices, agendas and minutes for the Annual Town Meeting.
- 6 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 the instructions of, or the known policy of, the Council.
- 7 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.
- 8 To receive and report on invoices for goods and services to be paid by the Council and to ensure that such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure that payment is received.

- 9 To supervise any other members of staff as line manager in keeping with policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.
- 10 To be responsible for the day-to-day management of the Council's office.
- 11 To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 12 To act as representative of the Council as required. To attend conferences, seminars, and meetings as required and to suggest when such attendance is appropriate.
- 13 To prepare contract specifications and to monitor contracts.
- 14 To report any streetlighting faults and manage the maintenance contract with the streetlighting contractor.
- 15 To monitor the Council's ground maintenance contract, ensuring that all the required work is done.
- 16 Where necessary to prepare job specifications and manage any tendering process.
- 17 To receive bookings for the Recreation Field and The Buttlands.
- 18 To be responsible for the Council's allotments, to ensure that they are managed according to the Council's regulations and to ensure that rents are collected.
- 19 To manage the day-to-day running of the Cemetery and maintain cemetery records in accordance with the Local Authorities Cemeteries Order.
- 20 To ensure that the Council is meeting its obligations under the Public Entertainment Licence that it holds on behalf of the Town.
- 21 To manage and update the Town Council's website.
- 22 To prepare as required press releases about the activities of, or decisions of, the Council.
- 23 To attend training courses on the work and role of the Clerk, as required by the Council. To work towards the status of Qualified Clerk. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
- 24 To ensure that all the Council's obligations under Data Protection and Freedom of Information legislation are met.
- 25 To undertake, where reasonable, other duties as and when required by the Council.

Town Clerk and Responsible Financial Officer In Waiting

1. To carryout all of the above listed duties under the supervision of the Town Clerk and Town Council.
2. To complete and pass a Certificate in Local Council Administration (CILCA) as soon as possible and at least with in two years of starting your employment.