

Job Details and Description
Todmorden Town Council Clerk and Responsible
Financial Officer – October 2021`

Job Title:	Town Clerk and Responsible Financial Officer
Job Reports to:	<u>Reporting to the Chair of Staffing Committee</u>
Reportees	Assistant Town Clerk, Climate Officer, Administrative officer
Normal location:	Todmorden Town Council offices
Working Hours:	37 hours per week
Salary:	Initial salary £40,876 rising to £44,863 per annum, subject to qualifications and performance and based on the NALC Pay Scale LC3 substantive range 37-41
Holidays:	30 days per year, inclusive of bank holidays- based on 5 day working week
Pension	Stakeholder pension
Illness	Payable up to 4 weeks only in any one year
Probation period:	Six months – may be shortened on good performance at discretion of Staffing Committee.
Conditions of Employment	Permanent post – <u>“Greenbook” conditions do not apply</u>
Salary Progression:	No “in grade” salary increase will be applied until the CiLCA qualification has been obtained.
Reportees	Assistant Town Clerk, Climate Officer and Administrative Officer

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Job Purpose

Legal responsibility as the Proper Officer of the Council and Section 151 Officer for financial conduct

The job-related activities stated below are examples of the work involved. They are not intended to be a comprehensive list of all aspects of the principal duties.

The Town Clerk/RFO will use his/her experience to help councillors to deliver their strategic and policy aims to deliver the best outcomes for the Council and the people of Todmorden and to act as a reference point for councillors seeking to resolve issues for residents.

The Town Clerk/RFO will use his/her experience to manage and encourage change within the organisation to enable innovative and effective transfer of future services to Todmorden Town Council should this be appropriate, and to continuously improve existing and future service delivery.

The Town Clerk/RFO will use his/her experience and ability to manage fine detail and to develop good relationships with councillors, residents, suppliers, staff, partners, stakeholders, grant bodies and other parts of local Government

The Town Clerk /RFO will ensure that the Mayor receives timely assistance to enable the Mayoralty function to be carried out to the highest standards.

The Town Clerk /RFO is designated Data Controller under the General Data Protection Regulation

The Town Clerk/ RFO will undertake the following tasks.

- implementing the strategy of the Council and its various Committees, and advise members of the financial direction needed to properly manage the assets of the Council
- working with and prioritising all available resources (including financial, human, building and operational) in order to maximise efficiency, effectiveness and deliver value for money,
- minimising risk and seeking to protect the council's reputation.
- providing advice to the Council and councillors on procedures to ensure the Town Council is compliant with current legislation and best practice and be the main point of contact regarding council business.
- providing guidance and advice to the Council and councillors on the Neighbourhood Plan
- overseeing budget management including preparation of annual budgets and ongoing monitoring and budget provision.
- advising councillors on the legal, operational, financial and resource issues connected with any future service transfer propositions and to develop future operational plans for delivery should such transfers take place.

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- managing the maintenance and repair of all assets owned by Todmorden Town Council
- providing guidance and advise to councillors in respect of opportunities that may arise from occupation of Todmorden Town Hall.
- the seeking of and management of external bids and grants and sponsorship from the private and or government sector.
- implementation of all Health and Safety related aspects of all council owned assets including where appropriate the management of Asbestos, Legionella and all statutory compliance matters arising out of building ownership and to ensure the safety and wellbeing of all who visit or work in the facilities provided by the Council.
- the safe delivery of all events.
- compliance under the General Data Protection Regulations including CCTV if appropriate
- the management of staff and contractors to the Council
- all procedural matters relating to the proper conduct of the council's democratic process including all committee meetings and working groups as directed by Councillors
- the setting of agendas in consultation with the Mayor and Chairs of Committees/Sub Committees issuing of summons, production of reports as required, proper recording and timely publishing of all council and committee minutes and reports and to make effective arrangements for the clerking of such meetings and to include the Annual Town meeting.
- compliance with annual accounting requirements including completion of the Annual Governance and Accountability Return and all related aspects regarding the Conclusion of Audit.
- development and implementation of policies.
- receive correspondence and documents on behalf of the council and to prepare correspondence in consultation with the Mayor and or respective Chairs.
- to effectively line manage the staff under your report, follow performance management procedures and ensure good record keeping.
- All duties and new areas of activity commensurate with the grading and seniority of the post

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Key Accountabilities

Legal Obligations:

- Ensure observation of legal / statutory requirements including those arising out of property ownership
- Introduce, implement and monitor Council's policies
- Prepare the Council Risk Register, Financial Risk Register and Asset Register and ensure all are updated on changes in service delivery and or asset change and regularly reviewed.
- Monitor and advise on legislative change
- Ensure correct accounting process and budgeting procedures are followed
- Legal compliance of events and ensure adherence to H&S requirements
- Compliance with General Data Protection Regulation
- Compliance of security and correct issuance of CCTV information if appropriate.
- Schedule and arrange Council and Committee meetings, attend/arrange attendance at the meetings for reports/ presentations to be made and minutes taken, ensuring that relevant staff prepare and distribute information papers on a timely basis to an appropriate standard.
- Exercise authority to spend up to £5,000 (or such other sum, as provided for in council's Financial Regulations at the time) and to comply with the council's scheme of financial delegation.
- Issue the Precept demand to Calderdale Metropolitan Borough Council.

Entrepreneurship:

- Study relevant reports /other data and do research to maximise outcomes for Council assets and services
- Analyse and interpret external information such as nationally derived local government policy, local and national political, social and economic trends.
- Draw up proposals and advise on practicality /likely effects
- Set-up and manage tenders, including preparing specifications and assessing submissions
- Review of contracts and approval of subsequent variations
- Manage applications for external funding, including overseeing the bid-writing by staff or externally appointed contractors/consultants.
- Prepare press releases and website information

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Finance Responsibilities

- Regularly review the Council's financial affairs and provide regular monitoring reports including developing the three year and annual budgets in accordance with financial regulations
- Assist Council to make efficient use of resources.
- Review banking arrangements
- Implement the day-to-day financial process including the overseeing of payroll services provided by external providers ensuring all financial transactions, bookkeeping entries, vat returns, payment scheduling are recorded correctly in the Council's accounting records promptly and that the Rialtas Alpha Financial System is kept up to date.
- Monitor Budgets and Cash flow availability and ensure all commitments are accurately recorded and outstanding monies collected in a timely fashion
- Managing an effective system of financial control including making appropriate arrangements for internal and external audit as directed by the Council.
- Review all financial related policies annually and specifically the Internal Controls and Treasury Management Reserves
- Ensure timely year end closure of accounts and to produce accounts and records in accordance with the Accounts and Audit regulations and arrange for internal audit of all material aspects of the Council's financial affairs.
- Check stocks and stores annually
- Effect insurances, report losses to Council and deal with claims
- Implement or manage the implementation of decisions made by Council and its Committees
- Act as representative of Council if required
- Make arrangements to be provided with external advice and to liaise with external advisors such as legal, surveyors, architects, and suppliers where appropriate
- Oversee Management of outsourced contracts,
- Ensure timely maintenance of key council owned assets
- Manage staff, including monitoring availability and cover for holidays, helping them to develop and helping them to achieve their objectives
- Maintain fully backed up records of all assets and their condition
- Arrange secure and readily accessible storage of paper and electronic documents
- Maintain all office records for example: Staff Holiday Records and to oversee the maintenance of Councillor Attendance Records.
- To review, develop and improve the council's procurement process to ensure good value is being obtained and to ensure compliance with such processes.
- To review and update annually the Councils financial regulations. To ensure appropriate schemes of the financial delegation are in place that are suitable and

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sufficient for the day to day operational needs to be met relative to the size and complexity of the organisation and to ensure that control mechanisms are in place to meet Member's requirements regarding the management of financial risk.

- To prepare the schedule of payments for approval by council and subsequent upload to the council's web site.
- To oversee the council's grant policy and to validate applications and administer the awarding of such grants.
- To deliver capital - based projects including where applicable, making application for Public Works Loan Board borrowing approval, and or the writing of bids for grant applications for the sourcing of external funds, writing or commissioning of the writing of specific tender proposals, review of associated legal documents including leases and funding agreements, devising evaluation criteria, appointment of successful tenderers and delivery and monitoring of such schemes.

General:

- Maintain Council standards and professionalism
- Liaise and attend meetings with other partners and Governmental bodies
- Attend internal and external meetings as required including evenings and weekends
- Attend and oversee high risk (safety and or financial) events
- Evening meeting work will be required and occasional unsocial/weekend working may be required in line with Council needs.
- To undertake such other duties as may be required and as are commensurate with the grading of the post.

Supervision

- 1) To manage Assistant Town Clerk, Climate Officer and Administrative Officer

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Job Skills, Experience and Qualifications

Essential Qualifications

- Degree or equivalent

Essential Experience

- Ability to take on new learning
- Excellent written and verbal communication skills including report writing and preparation of tender specifications.
- Understanding of the Town Council's role as statutory consultee in planning matters
- Experience in managing projects from inception to delivery
- Experience of managing staff.
- Excellent team working skills.
- Self-diary management and the ability to work on own initiative.
- Excellent customer service.
- Management of budgets.
- Knowledge of year-end close-down of accounts.
- Delivering change and continuous improvement
- Excellent numeracy, accuracy and speed in preparation maintenance and monitoring of both manual and computerised records.
- Relevant technical knowledge, or the ability to learn said knowledge quickly.
- Highly organised, enthusiastic, driven, resilient and flexible in approach.
- Confident, assured presentation skills.
- Excellent use of Microsoft Applications Word/Excel PowerPoint.
- An understanding of how local Council meetings are run.
- Experience of working in an environment governed by deadlines.
- Networking skills
- The right to work in the UK.

Desirable:

- ILCA
- CilCA qualification or evidence of progression towards.
- Understanding of the Neighbourhood Plan process
- Appreciation and understanding of the impact of flooding and how to engage on this.
- Two years' senior position experience within a Town Council /Principal Authority or in the private sector involving working with councillors, committees, third sector and local voluntary organisations
- Understanding of Principal Authority responsibilities and how Town Councils can influence delivery at local level.
- Knowledge of Accountancy processes including reconciliations and balancing of accounts
- Knowledge of Town Council Clerking procedure
- Marketing/ Management/ Accountancy Qualifications
- Knowledge of Property Asset and Estate Management including rental property related aspects.
- Public space events Management including knowledge of Purple Guide
- Proven success in winning business or sponsorship and obtaining external funding
- Proficient use of social media
- Relevant Health and Safety qualification
- Proficient use of Microsoft Access
- Use of Rialtas Software
- UK driving licence

Job Skills, Experience and Qualifications

Job Description Briefing

Date Job Description issued to, discussed with and understood by Post Holder -----

Name of Post Holder: ----- Signature: -----

(I confirm I have been briefed on the requirements of this Job Description and other related documents)

Name of immediate superior: ----- Signature: -----

(I confirm I have briefed the Post Holder on the requirements of this Job Description and other related documents)