

JOB DESCRIPTION

Post No. & Job Title: STCO6 Deputy Town Clerk

Hours of Work: 20 hours per week (inclusive of evening work)

Salary Scale: LC2 spinal points 24-28 (£28,672 - £32,234 per annum, pro rata for part-time)

Responsible to: The Town Clerk

Responsible for: Finance & Administration Assistant; Caretaker; Town Ranger; Volunteers (events)

This is a politically restricted post.

Main Purpose: To support the Town Clerk to ensure that the decisions of the Town Council are carried out with particular responsibility for committee administration, financial management, facilities management and to deputise in the Town Clerk's absence.

Depending on qualifications and experience the Deputy Town Clerk will perform the role of Responsible Financial Officer and is accountable to the Town Council for the effective financial management of the Town Council.

Main Duties and Responsibilities

1. Deputise for the Town Clerk and carry out the statutory and delegated functions of the Town Clerk in their absence as required.
2. Assist the Town Clerk in implementing the decisions of the Council and its Committees specifically:
 - a. ensuring that the statutory and other provisions governing or affecting the running of the Council are observed
 - b. to maintain and monitor the Council's policy framework
 - c. to assist in the design and promotion of policies of the Council that respond to community need and expectation
 - d. collate information to assist Councillors where necessary, including representation on outside bodies
 - e. to assist the Town Clerk in monitoring complaints and Freedom of Information requests and ensure that these are being dealt with within the agreed timescales; to chase up actions where needed and provide administrative support if needed
 - f. to carry out such research and projects as directed by the Town Clerk
3. To perform the role of Responsible Financial Officer (RFO) inclusive of monthly booking keeping and bank reconciliations, VAT reclaims and monitoring of income and expenditure. Production of reports and the draft budget for Council at the appropriate times. Management of the Audit process. To authorise and process payments when necessary, in accordance with the Council's Financial Regulations and Internal Financial Controls.

4. Line management of the Finance and Admin Assistant, Town Ranger and Caretaker
5. Attend Town Council and other meetings as required
6. Deal with enquiries from the members of the public and Town Councillors
7. Provide support in the organisation and delivery of public and civic events
8. To manage the Council's Committee Support function by:
 - a. Managing the work plans for each Committee
 - b. Managing the agenda preparation process for all committees and Council, in liaison with the Town Clerk and relevant Committee Chair
 - c. To act as Clerk to the Planning and Environment Committee and Allotments Steering Group, preparing agendas, reports and minuting meetings.
 - d. Attending and minuting meetings of the Council and other committees as directed by the Town Clerk.
 - e. Preparing an annual schedule of meetings, including the agenda preparation timetable for approval and subsequent publication on the Council's website
 - f. Prepare annual reports such as appointments to committees and outside bodies for approval at the Annual Town Council Meeting. To include liaison with outside bodies to confirm appointments.
9. To manage the Council's facilities by:
 - a. Ensuring that risk assessments are monitored and updated and implement any health and safety measures agreed;
 - b. A management plan for each of the Allotments sites is created, annually costed and carried out according to Council's wishes.
 - c. Regular maintenance visits by external contractors are booked in and carried out satisfactorily;
 - d. Overseeing the lettings and leases for the Carnegie Civic and Community Centre, inclusive of liaison with tenants and user groups as necessary.
 - e. Acting as a key holder to the Carnegie Civic and Community Centre
 - f. Ensuring that supplies are ordered as necessary, eg cleaning, stationery, grounds maintenance
10. To assist with managing and updating the Council's website and social media
11. To ensure the efficient running of the Town Clerk's office, reviewing and monitoring systems, processes and procedures and updating where appropriate to ensure best practices are exercised and maintained.
12. To attend training courses relevant to the role, as required by Council.
13. Undertake other duties, tasks and projects as required by the Town Clerk commensurate with the level of the post and to provide cover for other staff as necessary.

Person Specification

	Essential	Desirable
Qualifications and Experience	<p>Experience of working in local government</p> <p>Qualified to A-level standard as a minimum</p> <p>Good working knowledge of IT systems including Microsoft Office & Excel</p> <p>Experience of staff supervision</p> <p>Driving licence incl use of a vehicle for business purposes</p>	<p>Experience of working in a Town Council</p> <p>Experience of managing budgets.</p> <p>Professional finance qualification</p> <p>Degree level qualification</p>
Knowledge and Skills	<p>Highly organised and methodical</p> <p>Excellent communication skills, including report, agenda and minute writing (or equivalent experience)</p> <p>Well-developed interpersonal skills</p> <p>Logical, clear thinking, diplomatic and patient approach</p> <p>Good administration and IT skills</p> <p>A proven track record of project/event delivery</p> <p>Ability to work alone or as part of a small team</p> <p>Experience of managing projects to successful conclusion</p> <p>Ability to work within a political and local</p>	<p>Understanding of the procedures, roles, duties and responsibilities of the Town Council and Councillors</p> <p>Practical experience of servicing committees, report writing and implementation of decisions in a timely manner</p> <p>Knowledge of civic protocol</p> <p>Knowledge of wordpress</p> <p>Knowledge of Financial Management procedures and statutory requirements</p> <p>Knowledge of Health and Safety law and procedures</p>

	government framework and be sensitive to political and community issues	
Personal Qualities	Professional and personable with the ability to build teams/relationships Reasoned decision maker Enthusiastic, with a positive 'can do' attitude and willing to take the initiative Ability to work under pressure Team player	