



EMERSONS GREEN  
TOWN COUNCIL

## Town Clerk and Responsible Financial Officer

### Job Description

**Job Title:** Town Clerk

**Pay Scale:** NJC Spinal Column Scale LC2 (above substantive) between 29 points (£32,029) and 32 points (£34,788).

**Working Hours:** 37 hours per week based at the Town Council Offices, 198 Westerleigh Road, Emersons Green, BS16 7AN

#### 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 overseeing the administration of the Council's financial resources including: the inputting of financial data onto the Rialtas system, inputting of online banking transactions, preparation of monthly bank reconciliations, quarterly VAT returns and regular monitoring of budgets by way of quarterly reporting to the Finance Committee.
3. To prepare an annual budget and precept calculations for presentation to Full Council.
4. 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. To manage the Council's payroll responsibilities for its employees.

5. Manage the Council's website and social media account, keeping them relevant and up to date.
6. To ensure that the Council's obligations for Risk Assessment are properly met.
7. To attend evening meetings and occasional weekend work for which time off in lieu will be given.
8. To prepare and publish agendas for meetings of the Council and Committees in consultation with appropriate members. To attend such meetings, as appropriate, and prepare minutes of the Council meetings for approval.
9. To receive correspondence (in all formats) and documents on behalf of the Council and to deal with the correspondence or documents after consultation with the portfolio holder 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.
10. To take direct responsibility for the supervision, direction, co-ordination or training/development of other Council employees. The work involves the allocation of work to a small group or team, checking of work, and the direction of staff, including, where appropriate, on-the job training.
11. To ensure all 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 drive forward projects which the Council has started which will include close working with South Gloucestershire Council.
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 as required.
17. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the Annual Parish Meeting and to implement the decisions made at that meeting that are agreed by the Council.
18. To prepare, in consultation with the Chairman or relevant portfolio holder/Committee, 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 continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Preferred is membership of your professional body The Society of Local Council Clerks.
21. To attend meetings of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.