

Hebden Royd Town Council

CLERK TO THE COUNCIL & RESPONSIBLE FINANCIAL OFFICER

JOB DESCRIPTION

The information on this job description is intended to provide both post holder and management with an understanding and appreciation of the workload of this particular job and its role within the organisation.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

POST TITLE: Clerk to the Council & Responsible Financial Officer

POST GRADE: Scale LC3 (SCP 43-47)[£51,515 - £56,648]

1. PRIME OBJECTIVES

- 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 is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authorities activities. In particular to produce all the information required for making effective and lawful decisions, to implement management of all its resources, to implement constructively all decisions, and report to the Council as and when required.
- The Clerk will be the Responsible Financial Officer of the Council and will be responsible for all the financial records of the Council and the administration of its finances.
- The Clerk will act as an ambassador for the Town Council to ensure that it is fully engaged with its stakeholders & communities and ensure that it is fulfilling its community leadership role on both a local and national level.

2. SUPERVISORY RESPONSIBILITY

To provide strong and effective leadership and direction to all Town Council employees, in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment, work and professional development of other staff.

3. SUPERVISION RECEIVED

Chair of the Staffing Committee of Hebden Royd Town Council, and/or the current Mayor, with the assistance and input of HR provider.

4. RANGE OF DECISION MAKING

Decisions as delegated by Hebden Royd Town Council committees and Full Council within delegated powers, standing orders and financial regulations.

The post holder will be expected to draw up on own initiative, and as a result of suggestions by Councillors, proposals for consideration by the Council, and to advise on the practicability and the likely effects of specific courses of action.

5. RANGE OF DUTIES

1. Develop a culture of continuous improvement and innovation and act as a role model to inspire all employees.
2. To promote the values of the Town Council and present a positive image to the community as first point of contact between Hebden Royd residents and the Town Council.
3. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
4. To monitor and balance the Council's accounts, prepare records for audit purposes, VAT and submit to each Full Council meeting a statement of account.
5. To prepare, in consultation with appropriate Members, agendas for meetings of the Council and its committees, to attend such meetings or arrange for a clerk to attend and prepare minutes for approval.
6. To receive correspondence and documents on behalf of the Council. To deal with the correspondence and documents and 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.
7. To issue invoices on behalf of the Council for goods and services, and to ensure payment is received.
8. To draw up on own initiative, and as a result of suggestions by Councillors, proposals for consideration by the Council, and to advise on the practicability and the likely effects of specific courses of action.
9. To supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment, work and professional development of other staff.
10. To monitor and update the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications in-line with statutory guidance and regulations for Local Government.
11. To issue notices and prepare agendas and minutes for the Annual Parish meeting. To attend the assemblies of the Annual Parish meeting and to implement the decisions made at the assemblies.
12. To oversee, in line with current Council policy and objectives, press releases about the activities of, or decisions of the Council and to monitor said communications.
13. To attend training courses on the work and role of the Clerk to the Council. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
14. To attend conferences or meetings, as a representative of the Council, as approved by

Council.

15. To consult with Planning Officers of Calderdale MBC on planning applications within the township and report outcome to Councillors at appropriate meeting.
16. In consultation to research, advise, complete and submit applications for funding to outside sources.
17. To manage the operational activities of the Office and make recommendations to Council on any major purchases required to maintain/promote efficient working.
18. To monitor and maintain the computer system, hardware and software, and make recommendation to Council when major upgrades are required.
19. To prepare financial reports to Council Committees and/or Council. These reports will cover Budget Monitoring, Council Fund Balances, Receipts to date, Payroll summary, payment or accounts and other relevant current matters.
20. To submit precept to Calderdale MBC and supply any breakdown requested.
21. To ensure that all money received and expended by the Council is recorded as they occur.
22. To ensure that any money due to the Council is billed promptly and collected promptly.
23. To manage cash flow, control investments and bank transfers.
24. To control payments by the efficient use of authorised signatories.
25. To administer PAYE for self and staff, handle management of payroll including Local Government Pension Scheme and to ensure prompt payment of tax and national insurance.
26. To take overall responsibility for submission of quarterly VAT returns.
27. To verify invoices and allocate payment against appropriate budget headings.
28. To produce accounts and records for internal and external audit in accordance with the current regulations.
29. To monitor compliance with Council's Financial Regulations and to ensure correct financial systems are in place.
30. To manage Insurance Risk. To process claims as necessary. To report annually to Council on Insurance risk covered.
31. To be responsible for Council's Register of Property and Assets.
32. To oversee the successful delivery of large-scale projects of the Council, evaluating value for money, impact on local community and sustainability.
33. To ensure the proper management and operation of Council owned assets and services including the Hebden Bridge Picture House.
34. To ensure that sector specific knowledge relating to the film industry is maintained, including projection requirements, timescales and film booking process,
35. To ensure that appropriate licenses are in place at the Hebden Bridge Picture House including for the sale of alcohol, and such as PPR/PPS.
36. To oversee the management of the allotments and High Hirst Meadow in line with committee

support and initiatives.

37. Ensure the Town Councils commitment to equality of opportunity for all employees within a culture of openness and respect is achieved through the effective implementation of policies.
38. Ensure that all service delivery is customer focused and delivered within a framework that recognises and respects the diverse nature of the community, with an emphasis on inclusion and access.
39. Any other duties as negotiated with the Staffing Committee