



## **OAKHAM TOWN COUNCIL** **TOWN CLERK/RFO JOB DESCRIPTION**

**JOB TITLE:** Town Clerk / Responsible Financial Officer

**GRADE:** NJC Scale SCP 26-33 (£30,451 - £36,922)

**HOURS OF WORK:** 37 hours per and including evening and occasional weekend work to attend meetings and other Council activities

**RESPONSIBLE TO:** Full Council

**RESPONSIBLE FOR:** Deputy Clerk

### **Summary:**

- Provide strategic knowledge and support to the Council and Councillors and staff in carrying out their duties.
- Work for the Councillors to realise the aspirations of the Town Council
- To ensure that there is always a high level of service delivery to the community and to actively develop and promote the Town Council
- To be responsible for ensuring the safety of all public assets and property

### **1. Job Purpose- Town Clerk responsibilities**

- a) The Town Clerk will be "Proper Officer" of the Council as such is under a statutory duty to carry out all the functions, and, in particular, to serve or issue all notifications required by law of a Local Authority's Proper Officer
- b) The Town Clerk will be totally responsible for ensuring that the instruction of the Council in connection with its function as a Local Authority is carried out
- c) The post holder will advise the Council on and assist in the formation of overall policies to be followed in respect of the Authority's activities. In addition the post-holder will be expected to take a lead role in ensuring, with members, that every opportunity is taken to develop, promote and enhance the Town Council area of Oakham
- d) To attend meetings of the Council, its Committees and working groups, where required, taking minutes, preparing, and circulating agendas, providing advice and guidance as necessary
- e) To ensure implementation of projects that Council has agreed
- f) To monitor and implement policies of the Council, to ensure that they are achieving the desired result, and where appropriate suggest modifications.
- g) To attend, as directed and where thought appropriate, seminars, conferences, and meetings relevant to the Council's undertakings policies and projects
- h) To represent the Council at meetings with other Local Authorities and other such bodies where required
- i) To attend relevant training courses approved by the Council and professional conferences where applicable
- j) To act as Strategic Manager, enabling the Council to maximise its potential in obtaining information, grant aid etc. to ensure the carrying out of its policies. Interpreting legislation and statutory instruments, to ensure that the Council keeps within its legal obligations
- k) To keep abreast of changes in Local Government legalisation and obligations affecting Council, advising members accordingly
- l) To ensure that all members are aware of their legal obligations as Councillors, and to advise them when an interest is to be declared. All such obligations declared to be entered in the appropriate "members interest book"

- m) To act as the Officer with reference to The Freedom of Information Act and ensure that the public are aware of what they are entitled to obtain under the Act's provisions
- n) To provide appropriate reports and documentation for projects which the Council designate from time to time
- o) To carry out such other duties as the Town Council may designate from time to time

**2. Responsible Finance Officer (RFO):**

- a) To act as the Council's "Responsible Financial Officer", where designated by resolution of the Council, in accordance with the terms of the "Accounts & Audit Regulations", and to ensure that all financial responsibilities are carried out in accordance with that legislation and any subsequent amendments, together with current and past legislation governing these duties
- b) To ensure that legal, statutory, and other provisions governing or affecting the running of the Council are observed and to ensure that all payments, grants, etc. are made legally and in accordance with regulation
- c) To ensure that adequate internal check and audit systems are in place to monitor the Council's finances to avoid fraud
- d) To ensure the provision of financial information to the full Council, including budget preparations, monitoring of expenditure and provision of financial statements on a regular basis
- e) To ensure accounts and financial statements are prepared as required by regulation for Government Audit and in accordance with statutory regulations
- f) To ensure that all fees, rents, and other income due to the council are properly collected, accounted for and banked
- g) To monitor bank statements and other accounts ensuring that the Council's investments are protected in accordance with statutory obligation
- h) To periodically review all rents and fees due to the Council
- i) To arrange for the Council's insurance obligations to be met and to monitor the same to ensure that adequate cover is maintained

**3. Human Resources**

- a) To undertake all personnel related functions, including ensuring payment of salaries and wages, including the issue of "pay advises", maintaining holiday and sickness records and ensuring all employees are issued with a contract and statements of particular job descriptions and relevant discipline and grievance procedures
- b) To act as Line Manager to all staff employed by the Council determining work programs and priorities
- c) To ensure that all employees act in a manner which does not bring the Council into disrepute
- d) To carry out staff appraisals on an annual basis, reporting to the Council accordingly.
- e) To carry out exit interviews with staff where appropriate

**4. Health and Safety**

- a) To act as the Council's Health and Safety Officer, ensuring all staff are adequately trained and aware of procedures governing themselves, other staff members and members of the public.
- b) To keep accident records up to date and in accordance with current legislation.
- c) To be responsible Officer under the amended Fire Regulations

**5. Administration**

- a) To ensure that members of the public, contractors and visitors to the office/chamber are greeted and assistance provided
- b) To be responsible for the placing of orders for goods and services and to ensure payments are made correctly and promptly
- c) To keep up to date with Information Technology

The Council reserves the right to amend Job Descriptions. However, this is usually done in consultation with employees.

Signed ..... Date .....