

# CLERK AND RESPONSIBLE FINANCIAL OFFICER TO SANDOWN TOWN COUNCIL

## JOB DESCRIPTION

### Overall Responsibilities.

- The Clerk to the Town 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 the Responsible Financial Officer and responsible for all financial records of the Council
- The Clerk will be totally responsible for ensuring that the lawful instructions of the Council in connection with its function 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 Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.
- The Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required.
- The Town Clerk / Responsible Financial Officer is the responsible officer in respect of the Health and Safety at Work etc. Act 1974, in regard to his/her own safety, the safety of other employees and that of members of the public, customers or other persons visiting any of the Town Council's premises

### Specific Responsibilities.

1. To ensure the legal, statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval.
5. To attend all full meetings of the Council held monthly and all meetings of its committees and any sub-committees.

6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents 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.
7. 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.
8. 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.
9. 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.
10. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. To issue notices and prepare agendas and minutes for the Town Meeting; to attend the assemblies of the Town Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
14. To prepare, in consultation with the Mayor, press releases about the activities of, or decisions of, the Council.
15. To organise and manage the publication of the Town Council newsletters and keep the Town Council website updated.
16. To manage any premises and facilities owned or operated by the Council in accordance with the policies of the Council.
17. To be responsible as an officer and employee under the Health & Safety at Work Act for his/her safety at work and to take reasonable care for his/her health and safety and that of other persons who may be affected by his/her acts or omissions at work.
18. To observe the requirements of the Data Protection Act 1999 and Freedom of Information Act 2000 and to deal with all requests arising under these statutes for disclosure of personal data and/or information
19. To attend training courses or seminars and continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of the professional body The Society of Local Council Clerks.