



Clun Town Council with Chapel Lawn

Job Description: Clerk & RFO

Job Title: Proper Officer/Clerk and Responsible Financial Officer to the Council

Location: The work will be based from home, with travel to Clun to attend meetings

Employment Type: Permanent contract

Hours: Negotiable (between 18–22 hrs per week)

Starting salary: NJC SCP 26 *pro rata* (£37,280 FTE) rising to SCP 28 with satisfactory performance

Summary

The Clerk is the Proper Officer of the Council and will be responsible for ensuring that the Council fully discharges its statutory duties. They will also ensure that the instructions of the Council, in connection with the discharge of its functions as a local authority, are carried out quickly and efficiently; and that its resources, including the production and management of its records and the management of its assets, are handled effectively. The Clerk will hold the office of Responsible Financial Officer (RFO) and will be fully accountable for management of the Council's finances and the administration of its financial records. The Clerk will also act as line manager for the Assistant Clerk.

Key Responsibilities

Statutory and Legal Duties

- Ensuring that all legal, statutory, and other provisions governing or affecting the running of the Council are observed
- Acting as the Council's Proper Officer and RFO with all associated statutory responsibilities
- Ensuring that the Council meets its obligations in respect of insurance and Data Protection
- Issuing all notifications required by law of a local authority's Proper Officer/RFO

Financial Management and RFO Duties

- Managing the Council's accounts efficiently and accurately
- Preparing records for audit purposes and for VAT accounting
- Working with Council to set and monitor budgets
- Preparing financial information and reports for Council to support effective decision-making
- Receiving and processing invoices for goods and services to be paid for by the

Council

- Drafting and issuing orders and/or contracts on behalf of the Council in respect of the purchase of goods and services
- Ensuring all financial obligations are met in accordance with financial regulations

Administration

- Issuing Council and committee meeting notices and Summons, including preparing agendas in consultation with Members
- Attending meetings of the Council and its committees and preparing minutes for approval
- Managing the Council's assets effectively, including administration of the Town Cemetery
- Managing maintenance of the closed St George's Churchyard
- Managing contracts with suppliers and monitoring the standard of delivery to ensure that the Council is receiving value-for-money

Correspondence and Communications

- Receiving correspondence and documents on behalf of the Council
- Responding to correspondence and, where appropriate, bring specific items to the attention of the Council as necessary
- Issuing correspondence as a result of instructions or in line with adopted policy of the Council
- Managing the Council's website and Social Media accounts, ensuring that they are up-to-date and legally compliant
- Preparing press releases as required
- Acting as the Council's Public Relations and Press Officer
- Dealing with complaints received from members of the public, bringing them to the attention of the Council
- Acting as the representative of the Council at external meetings, as requested

Staff Management and Leadership

- Supervising, and delegating responsibilities to, other members of staff in line with Council policies and maintaining good levels of communication, morale and motivation
- Providing guidance and on-the-job training to other members of staff as necessary
- Undertaking all necessary activities in connection with the management of salaries, staff development, and the conditions of employment and the work of other staff
- Carrying out regular staff appraisals and performance management

Strategic and Advisory Functions

- Advising the Council on, and assisting in the development of, its business strategy
- Advising the Council on the formation of, and drafting, policy
- Keeping abreast of legislative and sector changes and advising the Council on the implications for policy and/or operations
- Undertaking research relevant to the Council's strategy, policies and activities and providing advice and guidance
- Monitoring adopted policies to ensure desired results are being achieved and suggesting modifications where appropriate

Requirements

Essential Requirements

- Previous experience in Local Government administration
- A good level of general education, including at least passes in English and Mathematics at GCSE level (or equivalents)
- Strong organisational and administrative skills
- Strong communication skills, both written and verbal
- A high level of literacy with the ability to read and analyze reports quickly and effectively
- The ability to work cooperatively, sensitively and productively with people drawn from a wide range of backgrounds and experiences
- A good knowledge of Local Government legislation and finance and accounts/audit regulations
- Computer literacy including use of the Microsoft Office suite (Word and Excel as a minimum)

Desirable Requirements

- Applicants should be willing to work towards attainment of the Certificate in Local Council Administration (CiLCA) during the first few years of their employment.
- Project management skills and experience
- Car owner/driver
- Experience of preparing funding bids to local, regional, and national organisations
- Experience of managing people and carrying out staff appraisals and a basic knowledge of employment legislation