

## **CLERK TO BRUTON TOWN COUNCIL JOB DESCRIPTION**

### **Overall Responsibilities**

The Town Clerk 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, together with the Assistant Clerk, will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on the formation of the policies to be followed in respect of the Authority's activities and 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.

### **Responsibilities as Proper Officer**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed and to keep up to date with changes to legislation and sector best practice.
2. To ensure that the Council's obligations for Risk Assessment are properly met and that regular inspections of council property are undertaken and appropriately recorded.
3. To prepare, in consultation with appropriate members, agendas for meetings of the Council and committees. To attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer. (Please note that most committees are supported by other council officers).
4. To receive and issue correspondence and documents on behalf of the Council, bringing such items to the attention of the Council or relevant members, as required.
5. To deal with enquiries and comments from the public and from other agencies on behalf of the Town Council, answering simple informational queries directly and ensuring that more complex enquiries and comments receive a timely and appropriate response.
6. 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 the practicability and likely effects of specific courses of action.
7. 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.
8. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

9. To manage the day to day running of Council services, working with other council officers, where appropriate.
10. To act as the representative of the Council as required.
11. To issue notices and prepare agendas and minutes for the Annual Parish Meeting; to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
12. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
13. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
14. To work towards the achievement of the status of Qualified Clerk (CiLCA) as a minimum requirement for effectiveness in the position of Clerk to the Council.
15. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
16. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
17. To carry out such other duties as are reasonably required by the Council.

#### **Responsibilities as Responsible Financial Officer**

1. To act as Responsible Financial Officer by carrying out to a professional standard all the duties set out in the Council's Standing Orders and Financial Regulations and national legislation and guidance.
2. To ensure that those Orders and Regulations remain consistent with national legislation and guidance, and to recommend changes to ensure that consistency where necessary.
3. To monitor the Council's compliance with its Financial Regulations, and to recommend changes and improvements to practice and the Regulations where it appears to be in the Council's interests to do so or where advised by others (eg. the internal or external auditor) to do so.
4. To work at all times to deliver value for money for the Council and the most efficient use of its resources.