



## **Town Clerk and Responsible Financial Officer (RFO)**

### **Job Description and Person Specification**

**20 hours per week (flexible) | Home Based**

#### **Summary**

The Town Clerk and Responsible Financial Officer (RFO) will be the Proper Officer of Yarm Town Council, and under a statutory duty to carry out all of the functions of the Council including the serving and issuing of legal notices. The post-holder will be totally responsible for ensuring that the instructions of the Council in its function as a local authority are carried out.

The Town Clerk and RFO is expected to advise the Council on, and assist in the formation of, policies to be followed in respect of its activities, and produce information required for effective decision making and implementation.

The Town Clerk and RFO is accountable to the Council for the effective management of its resources and will report to them as and when required.

#### **Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed
2. To prepare budgets, balance and reconcile the Council's accounts and maintain records for audit and taxation purposes
3. To receive and report on invoices for goods and services and ensure that these accounts are met
4. To prepare financial reports for the Council and its Committees
5. To liaise with Council approved suppliers in the organisation of events, including the Yarm Gala, Remembrance Sunday, Christmas Tree lighting and the Riding of the Fair
6. To maintain insurance risks, process claims as necessary and maintain the property and asset register
7. To proactively research funding opportunities to enable community projects to proceed
8. To work in close partnership with Stockton-on-Tees Borough Council and a range of local bodies and organisations to both deliver the day to day work of Yarm Town Council and also in the development of strategic plans



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9. To ensure that the Council's obligations for Risk Assessment are properly met and to act as the Council's Health and Safety Officer
10. To respond to requests made under data protection and privacy legislation, acting as the Council's Data Protection Officer and maintaining appropriate knowledge and expertise in this field
11. To prepare, in consultation with appropriate Councillors, agendas for meetings of the Council and Committees, attending such meetings and preparing minutes for approval
12. To receive correspondence and documents on behalf of the Council and to process these or bring items to the attention of the Council
13. To study reports and other data on activities of the Council, where appropriate discussing these with administrators and specialists to produce reports for circulation and discussion by the Council
14. To draw on both their own initiative and suggestions by Councillors, to inform proposals for and to advise on practicability and likely effects of specific courses of action
15. To monitor and regularly review the implemented policies of the Council to ensure they are achieving the desired results and where appropriate suggest modifications
16. To issue notices and prepare agendas and minutes for all Council meetings and to implement the decisions made at those meetings as agreed by the Council
17. To prepare, in consultation with relevant Councillors, press releases and digital content about the activities of, or decisions made by the Council
18. To attend training courses or seminars on the work and role of the Town Clerk/RFO as required
19. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council by attending relevant training
20. To attend meetings, conferences of professional bodies, and other groups, as a representative of the Council as required and to report back to the Council on the first feasible occasion
21. To carry out any other duties that may be assigned in relation to the role of Town Clerk/RFO
22. To maintain political neutrality at all times



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Criteria	Essential	Desirable
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>• Certificate in Local Council Administration (or be prepared to work towards obtaining it on appointment within an agreed period from commencement)</li> <li>• Good literacy and numeracy skills</li> <li>• Good ICT skills, with sound working knowledge of Microsoft Office packages</li> <li>• Evidence of policy and strategy advice/development</li> <li>• Good organisational and administrative experience in a structured environment</li> <li>• Proven experience of formal Committee work, agenda preparation and minute taking</li> <li>• Experience of detailing with the public</li> </ul>	<ul style="list-style-type: none"> <li>• Education to degree level</li> <li>• Previous experience of working for a local authority (or similar body)</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of budget setting, monitoring processes, controls and financial management reports</li> <li>• Knowledge of employment and Health and Safety legislation</li> <li>• Knowledge of insurance procedures and financial risk assessment</li> <li>• Knowledge of accounting and payroll systems, procedures and computer packages</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the local area</li> <li>• Knowledge of PR and reputation management processes</li> <li>• Knowledge of governance, legal and financial frameworks in which the Council operates</li> </ul>



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<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Able to work effectively under own initiatives to meet targets and deadline</li> <li>• Able to work as part of a team</li> <li>• Strong presentation and motivation skills</li> <li>• Flexible, proactive and 'hands on' approach</li> <li>• Supportive, demonstrating loyalty and commitment to the Council and its members</li> <li>• Trustworthy with confidential information</li> <li>• Able to demonstrate tact, diplomacy and enthusiasm</li> <li>• Community focussed, with ability to develop and maintain good relationships with external bodies, members, contractors and members of the public</li> <li>• Sensitive to working in a political environment whilst maintaining political neutrality</li> <li>• Able to work and/or attend meetings outside of typical office hours (evenings)</li> </ul>	<ul style="list-style-type: none"> <li>• Able to adapt to change</li> <li>• Innovative qualities</li> <li>• Business perspective and acumen</li> <li>• Articulate public speaker</li> <li>• Car driver with clean UK driving license</li> </ul>