

BISHOP AUCKLAND TOWN COUNCIL
TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER
JOB DESCRIPTION
LC2 (29-32)
£32,029 to £34,788
Plus Local Government Pension Scheme

Overall Responsibilities

1. To act as the Proper Officer of the Council in carrying out all of its functions and to issue all notifications required by law.
2. To act as the Council's Responsible Financial Officer in ensuring that the council's financial processes and records are acceptable and that the Council's finances are carefully administered.
3. To assume total responsibility for ensuring that the instructions of the Council are carried out in connection with its function as a local authority.
4. To advise the Council on and assist in the formation or, overall policies to be followed in respect of the Council's activities and in particular, to produce comprehensive information to enable effective and lawful decisions to be made and constructively implement those decisions.
5. Working in partnership with Councillors, to provide leadership, guidance, support, vision and strategic direction for the Council.
6. To be accountable to the Council for the effective management of all of its resources.
7. To have overall responsibility for the council's administrative service and to act as a general manager in respect of all the Council's services, projects and initiatives.
8. To assist the Council to develop, implement and keep updated its strategic vision for the town. As part of this process, define its strategic objectives, develop a Forward Plan of actions to achieve the strategic vision, maintain a business plan and develop and maintain appropriate performance management and reporting arrangements so that the Council's progress and achievements can be monitored.
9. To be responsible for the management of the council's office accommodation, including maximising potential income from surplus office accommodation, to ensure that the Council has a programme of planned maintenance and inspection and that all statutory duties of a service provider and landlord obligations are fulfilled

Specific Responsibilities

10. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
11. To have overall responsibility for the Council's accounts and for the preparation of appropriate records for audit and VAT purposes.
12. To ensure that the Council's obligations in respect of Risk Assessment are met.
13. To ensure that the annual budgetary process is carried out comprehensively.
14. To ensure that the decision-making processes of the Council are effective, that all meetings are fully serviced and that information flows are comprehensive.

15. To assume overall responsibility for the supervision of the Council's employees, in keeping with the policies of the Council and to ensure that all necessary activities are undertaken in connection with the management of salaries, conditions of employment and work of staff.
16. To ensure that the contractual arrangements with the Council's contractors are organised on an acceptable basis.
17. To provide a support service for all members and guidance/information for the Town Mayor and Chairs of Committees etc.
18. To monitor the implemented policies of the Council.
19. To ensure that the Council has the opportunity to benefit from all new relevant legislation, including the Localism Act 2011 and to ensure the accommodation and asset transfer issues are explored positively for the benefit of the Town.
20. To build expertise in identifying opportunities for obtaining grants and preparing applications to funding bodies to reduce dependency on the Precept and to augment the Council's financial resources.
21. To liaise with outside organisations (locally, regionally and nationally) to strengthen the role of the Council and to effect improved communication, including management of the Council's website.
22. To ensure that local residents are made aware of the Council's activities and fully consulted on new initiatives.
23. To act as the representative of the Council as required.
24. To attend conferences, training courses and seminars as and when required.
25. To have overall responsibility for the Council's procedural and policy documents.
26. To ensure that a comprehensive, communicative and responsive service is provided for all requiring that service.
27. To support and liaise effectively with the Bishop Auckland Town Team

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Essential	Desirable	Method of Assessment
Qualifications and Training		
<p>Five GCSEs grades A-C or equivalent, including English and mathematics.</p> <p>Possession of the Certificate in Local Council Administration (CiLCA), or be prepared to work towards achieving it within 12 months of taking up the appointment.</p> <p>Evidence of a commitment to continuing professional development.</p>	<p>Educated to degree level or equivalent</p> <p>Appropriate management, administration or professional qualification</p>	<p>Application Form</p> <p>Interview</p> <p>Certificates</p>
Management		
<p>Evidence of ability to provide leadership to enable, motivate and develop staff.</p> <p>Evidence of ability to prioritise work, set targets, achieve positive outcomes and delegate effectively.</p> <p>Evidence of ability to organise and manage resources effectively.</p> <p>Evidence of experience in successful partnership working in a public sector setting.</p> <p>Evidence of good negotiating skills.</p>	<p>Previous experience as a Town or Parish Clerk, or Deputy, or in a senior position in a principal local authority, with a clear focus on community service, partnerships and outcomes.</p> <p>Knowledge of current employment legislation.</p>	<p>Application Form</p> <p>Interview</p> <p>Reference</p>
Communication Skills		
<p>Excellent oral and written communication skills, including an ability to relate to and communicate with councillors, staff, members of the public and external agencies.</p> <p>Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis.</p>	<p>Experience of PR and handling media enquiries.</p>	<p>Application Form</p> <p>Interview</p>

Essential	Desirable	Method of Assessment
Information Technology		
Experience of using computerised systems and a working knowledge of Microsoft Office package (Word, Excel etc).	Experience of using Rialtas Business Solutions, Omega accounting software package	Application form Interview
Meetings and Administration		
Practical experience of servicing committees, report writing and standing orders. General knowledge of the law as it affects local councils.	Knowledge of civic protocol Knowledge of local council legislation. Understanding of planning legislation.	Application form Interview
Finance		
An understanding of the statutory financial obligations on local councils. Track record of competently overseeing and reporting finances. Experience of working in a financial setting, including particularly budget setting and financial management.	Experience of bidding for external funds	Application form Interview
Other		
Ability to attend evening meetings and demonstrate flexibility. Ability to operate with complete impartiality in a political environment. Accuracy and attention to detail.	Driving licence, access to a vehicle and ability to travel.	Interview