



Prudhoe

TOWN COUNCIL

JOB DESCRIPTION TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER

Overall Responsibilities

The Town Clerk is 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 all the notifications required by law of a local authority's Proper Officer.

The Town Clerk is the designated Responsible Finance Officer (RFO) and as such is under a statutory duty to carry out all the functions required by law of the Council's responsible financial officer under S151 of the Local Government Act 1972 for all financial matters and records of the council.

The Town Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out.

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

Specific Statutory Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To prepare, in consultation with appropriate Members, agendas for meetings of the Council and its committees, sub-committees and working parties. To attend such meetings and prepare minutes for approval, except where such duties may have been delegated to another Officer
3. To ensure all Council services are delivered in an efficient and effective manner, and in accordance with Council policy, and to oversee asset management, including land.
Council services are listed under functions.
4. To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.

5. To study reports and other data on activities of the Council and on matters relating to 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.
6. To draw up both on his/her own initiative, and as a result of suggestions from Members, proposals for consideration by the Council and to advise on the practicability and the likely effects of specific courses of action.
7. To ensure that the Council's obligations for Risk Assessment are properly met.
8. To prepare, in consultation with the appropriate Chair as necessary, press releases about activities and decisions of the Council.
9. 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 the instructions of, or the known policy of, the Council.
10. To manage and supervise any other members of staff in keeping with the policies and procedures of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of staff, including identifying and meeting training needs.
11. To act as a representative of the Council as required.

Statutory Financial Responsibilities

1. Being responsible for and carrying out all the functions required by law of the Council's responsible financial officer under S151 of the Local Government Act 1972.
2. Acting as the Council's principal adviser on financial matters and being responsible for the careful administration of the Council's finances, and the proper application and maintenance of the Council's Standing Orders and Financial Regulations.
3. Ensuring that the Council's finances are effectively managed and monitored and advising the Council on its financial forward plan and policies.
4. Advising the Council and its committees on and preparing the annual budget estimates of income and expenditure for revenue services, the capital budget programme and annual precept requirements.
5. Monitoring and managing the Council's budget and expenditure and income and providing the Council with monthly updates.
6. Ensuring that all management reports are reported to the Council and the statutory internal and external audit requirements are undertaken and completed each year, and any consequential action taken.

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.
8. To issues invoices on behalf of the Council for services and to ensure payment is received.
9. All necessary HMRC, VAT and SSP, and pension payments, financial returns and/or payments are completed and dispatched on time.
10. Records, returns and public notices for the annual audit are prepared and the necessary public notices displayed.
11. Appropriate financial IT systems are in place and operated securely.
12. Ensuring that the Council's obligations for financial risk management, including risk assessments are properly met and where necessary risks are properly insured.
13. Ensuring that an annual equipment inventory and asset register are in place.
14. Advising the Council on and assisting in the raising of funds by way of grants.
15. To ensure financial efficiencies are developed, reviewed, and amended, ensuring value for money.

Service and Operational Responsibilities

1. To ensure the efficient running of the Town Council office, reviewing and monitoring systems, processes, and procedures, and updating where appropriate, making best use of appropriate information technology.
2. To oversee the development and administration of the Council's website and social media presence.
3. To liaise with contractors and the County Council regarding the procurement and fulfilment of contracts, the provision of services, and the maintenance and repair of Council assets.
4. To manage and monitor service level agreements and contracts for services in relation to the functions and services of the Council.
5. To organise and oversee Council events, *as listed*.
6. To act as a representative of the Council as required, including attending meetings with key stakeholders, positively promoting the council within the local community and being the Council's public-facing contact.
7. To undertake all administration and bereavement services in relation to Edgewell Cemetery. This includes the maintenance of burial and grave registers, management of exclusive rights of burial and administering and approving memorial applications.

Other Responsibilities

1. To attend training courses or seminars on the work and the role of Town Clerk/RFO as required by the Council.
2. 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 by the Council.
3. To work towards the achievement of the status of Qualified Clerk (if not already achieved) as a minimum requirement for effectiveness in the position of Town Clerk.
4. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
5. To carry out any other relevant duties which may be assigned from time to time by the Council.

FUNCTIONS & SERVICES

- ❖ Edgewell Cemeteries
- ❖ Play Areas
 - Highfield Park
 - Castle Dene Play Area
 - The Copse Play Area
 - West Mickley Play Area
 - Waterworld Play Area (soon to be transferred)
- ❖ Allotments
 - Edgewell
 - Castledene
 - Stonyflat Bank
 - Redwell
- ❖ West Road Public Toilets
- ❖ Public Seats
- ❖ Bus Shelters
- ❖ Litter Bins
- ❖ Christmas Lights
- ❖ Floral Bedding, Hanging Baskets, Planters and Gateways
- ❖ Lychgate War Memorial

EVENTS

- ❖ Highfield Fest Family Fun Day
- ❖ Prudhoe in Bloom
- ❖ Christmas Lights Switch-On
- ❖ The Miners Race
- ❖ Remembrance Parade and Service