

**Job Description**

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<b>Job Title:</b>	Town Clerk
<b>Salary Range:</b>	Salary Grade SCP: 36 to 42
<b>Hours of Work:</b>	33 hours per week Monday - Friday (some evening and weekend working is required)
<b>Location:</b>	Sturminster Newton Town Council, Old Market Hill, Sturminster Newton
<b>Responsible to:</b>	Finance and Personnel Committee
<b>Responsible for:</b>	All Town Council Employees

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**Main Purpose of Job:**

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 or issue all the notifications required by law of a local authority's Proper Officer. The Clerk is 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, and assist in and contribute to the formation of overall policies and the strategic vision 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 constructively implement all decisions. The Town Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required. The Town Clerk is the Responsible Financial Officer and holds ultimate responsibility for all financial records of the Council and the careful administration of its finances.

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**Working Relationships:**

The Town Clerk has contact with: Internally, all members of staff and Councillors. Externally, all tiers of Local Government, surrounding town and parish councils, local groups/organisations, residents and suppliers of goods and services to the Town Council.

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**Main Duties & Responsibilities**

**1.0 Policy Matters**

- 1.1 To act in all respects as the Council's Chief Administrative and Executive Officer as required by Law or the Council's Standing Orders or administrative practice.
- 1.2 To assist the Council to define and deliver its high-level policies and objectives and to monitor achievements through the Councils performance management arrangements and where appropriate suggest modifications.
- 1.3 To act as the representative of the Council as required, liaising and building effective relationships with the public, other organisations and the press as appropriate.

1.4 To develop the image of the Council and to take advantage of opportunities and initiatives that arise locally, regionally and nationally.

## **2.0 Staffing**

2.1 To manage either directly or indirectly all staff employed by the Council and to ensure the appropriate training and updating of skills to match their responsibilities and duties.

2.2 To ensure that all necessary activities in connection with the annual appraisal scheme of staff, the management of salaries and conditions of employment of all staff are carried out.

## **3.0 Finance**

3.1 Assume overall responsibility for the finances of the Council including monitoring expenditure, cash and credit income and preparation of estimates, budgets and final accounts and to ensure that all matters raised by internal and external auditors are dealt with.

3.2 To ensure that all necessary records for internal and external audit purposes and VAT are prepared.

3.3 To ensure that all invoices for goods and services to be paid for by the Council are reported to the Council and to ensure such accounts are met. To ensure that invoices on behalf of the Council for goods and services are issued and to ensure payment is received.

3.3 To authorise and verify orders for goods and services.

3.4 To ensure that arrangements are in place for appropriate insurance cover for the Council's assets, and public and other liabilities.

## **4.0 Administration**

4.1 To ensure that statutory and other provisions governing or affecting the running of the Council are observed.

4.2 To ensure that the Council's Standing Orders, Financial Regulations, Delegation Scheme, Risk Management Policy etc. are regularly reviewed and that any changes required by changes in the law, guidance or best practise are implemented.

4.3 To issue notices and prepare agendas, and reports in consultation with appropriate members, for meetings of the Council and Committees and Working Groups. To attend meetings, record attendance and the decisions of those meetings and prepare minutes and to implement those decisions in accordance with Council policy, other than where such duties have been delegated to another officer.

4.4 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 instructions of, or the known policy of, the Council.

4.5 To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialist advisors in particular fields and to produce reports for circulation and discussion by the Council.

- 4.6 To draw up on your own initiative, and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
- 4.7 To recommend the Council to obtain external specialist advice when appropriate and to ensure that the advice obtained is placed before the Council and/or its Committees or Working Groups to assist Members in their decision-making process.
- 4.8 To be responsible for the proper maintenance and safe custody of all Council records, deeds and documents.
- 4.9 To prepare, in consultation with the Town Mayor, press releases about the activities of, or decisions of, the Council.

## **5.0 Buildings and Property**

- 5.1 To be responsible, either directly or indirectly, for the security and maintenance to an agreed standard of all buildings and property owned or tenanted by the Council.
- 5.2 To administer and promote the use of the portfolio of buildings, property and facilities provided by the Council for the benefit of the public.
- 5.3 To ensure that the Council complies with health and safety legislation and to ensure the safety and well-being of those who visit or work in the buildings, property or facilities provided by the Council.
- 5.4 To be the holder of any premises licences required for the successful operation of the Council's buildings, property, facilities, or activities.

## **6.0 Civic and Ceremonial**

- 6.1 To ensure the satisfactory and efficient organisation of and to attend as and when required a range of civic, ceremonial and social events/functions.

## **7.0 Publicity**

- 7.1 To prepare press releases about the activities or decisions of the Council and to be responsible for all routine contacts with representatives of the media.
- 7.2 To ensure the maintenance of the Council's website and to implement improvements to it identified as necessary or desirable.

## **8.0 Training**

- 8.1 To attend conferences, training courses or seminars as required by the Council.
- 8.2 To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council through a process of continual professional development.
- 8.3 To already possess, or be prepared to work towards obtaining, the Certificate in Local Council Administration (CiLCA).

## **9.0 Other**

10.1 To undertake such other responsibilities and functions as may be required from time to time by the Council and by the demands of day to day office routine and business commensurate with the duties and responsibilities of the post.