

Town Clerk & Responsible Finance Officer - Job Description

Reporting to: Amersham Town Council

Responsible to: Amersham Town Council

This description provides details of the responsibilities and duties. It is not and shall not be construed as all embracing or exclusive. The Town Clerk must faithfully carry out all lawful orders and instructions of the Council. The Town Clerk is the designated Responsible Finance Officer responsible for the management and administration of the Council's financial affairs in accordance with the Local Audit and Accountability Act 2014 and the Transparency Act 2015, under the policy direction of the Finance & General Purposes Committee.

1. Meetings

- To arrange for an appropriate Officer of Council to attend all meetings of the Council, Committees, Sub-Committees, Working Groups and the Town Meeting.
- To issue notices and agendas.
- To prepare reports and present information on subjects to be considered.
- To present details of accounts paid for ratification.
- To ensure that all meeting minutes are correctly recorded and distributed.
- To conduct resultant correspondence or negotiations as required.

2. Staff

To manage Council staff by:

- Setting QA standards of discipline, training and working systems.
- Providing and maintaining up to date job specifications.
- Ensuring proper standards of health and safety at work are adhered to.
- Resolving minor matters of dispute and reporting to Council major disciplinary problems.
- Paying wages and salaries in accordance with agreed contracts.
- Advising Council on proper terms and conditions of employment and levels of staffing.
- Administering staff recruitment whilst complying with equal opportunity for all.

3. Council Land and Property

To ensure the proper management of land and property by:

- Regular inspection and reports to members with recommendations as to action and carrying out approved works.
- Ensuring all deeds, documents and registers reviewed as required and are in safe keeping.
- Allocating deeds for burial spaces.
- Issuing agreements for allotments.
- Permitting the use of sports grounds, pavilions and halls by approved users.

4. Burial Grounds

To ensure the proper burial of the dead by:

- Issuing deeds for plots and approvals for memorials.
- Liaising with funeral directors, clergy and next of kin where necessary.
- Ensuring the proper preparation and aftercare of graves and cemeteries.
- Maintaining all books and records.

5. Controlling work undertaken by Contractors by:

- Arranging for the preparation of specifications and drawings as appropriate and seeking tenders or quotations as required.
- Preparing and issuing orders for minor repairs and supplies as authorised.

6. Council Administration

- Ensuring the efficient and economic operation of all functions.
- Ensuring compliance with all Health & Safety regulations
- Advising Councillors on all aspects of local council law and administration including Statutory Code of Conduct and Register of Interests

7. Accounting, Audit and Finance

Whilst the administrative responsibilities in these areas will be covered by the Council's Finance officer, the Town Clerk, as the Council's Responsible Finance Officer will be responsible for the finance matters as follows:

- To effectively manage and monitor the Council's finances and to advise the Council on its financial strategy and policies.

- To ensure compliance with the Council's Financial Regulations, recommending any necessary amendments to the Finance and General Purposes Committee.
- Raising of funds by way of grants, sponsorship, etc.

8. Legal Matters

To assist the Council on legal matters concerned in its operation by:

- Seeking advice and guidance as appropriate concerning powers and duties.
- Obtaining information, advice and documents from Solicitors and Counsel as may be appropriate.
- Negotiating with other parties as directed by Council where legal representation is not required.

9. Public Relations

- To receive questions and comments from the public and media.
- Give factual information on the Council's work.
- Liaise with all local organisations who may seek assistance.
- Attend public meetings as required.
- Resolve minor complaints or those governed by precedents.

10. Planning

- To ensure planning applications are presented to Committee with any comments received from objectors.
- To ensure recommendations on all proposals are recorded and relayed to the appropriate planning authority.

11. Street/Footway Lighting Operations

- To oversee the contract for the maintenance of the Street/Footway lighting division and ensure the high quality of service is provided.

12. General

- To undertake all lawful duties as authorised by Council.
- To maintain continuous checks on Council business to ensure its satisfactory conclusion.

- To liaise with other Town and Parish Councils and the County and District Councils as well as other community organisations, attending meetings as required.
- To assist the Mayor in the organisation of functions or events arranged by him/her or sponsored by the Council e.g. Amersham Arts Festival, Heritage Open Day, the Town Carol and Civic Services.
- In consultation with the Mayor and Committee Chairmen to develop and present appropriate policies for Council consideration.
- To attend seminars and conferences as necessary and as approved by Council.
- To research and report to Council developments in Local Government legislation and associated matters.
- To attend evening meetings and weekend events as necessary.
- To carry out any duties commensurate with the smooth running of the Council or requested by the Councillors in the course of their efforts to work efficiently and effectively with the Community.

If any statute, regulation or order confers any functions, or imposes any duties, upon a Proper Officer of the Council, the Clerk to the Council shall be the Proper Officer for these purposes.

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