



Budleigh Salterton Town Council

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Town Clerk and Responsible Financial Officer

Job Description

Job Title: Town Clerk and Responsible Financial Officer

Reporting to: Budleigh Salterton Town Council

To work in conjunction with Council staff and contractors, town councillors, officers and members of other Local and Public Authorities and members of the public. Line managed by the Chairman of the Council, or in their absence the Deputy Chairman of the Council.

OVERALL RESPONSIBILITIES

The Town Clerk will be the Proper Officer and Responsible Financial 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 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 will be responsible for effective communications within the Council and the local community and for ensuring the aims and objectives of the Council are advanced.

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 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 also the Responsible Financial Officer and responsible for all the financial records of the Council and the careful administration of its finances and for prudent management and administration of its funds and finances.

SPECIFIC RESPONSIBILITIES

- To manage the Assistant to the Clerk who supports the Town Clerk and the Council in carrying out the functions of the Council effectively and efficiently.
- To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed and updated as necessary.
- 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.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and its Committees (other than where such duties have been delegated to another officer).
- To attend all meetings of the Council and its Committees and prepare minutes for approval (other than where such duties have been delegated to another officer).
- To implement the decisions made by the Council.
- To monitor the implemented policies of the Council to ensure that they are achieving the desired result and that the Council is performing its obligations and business properly and legally and to make recommendations where appropriate.
- To administer all aspects of financial accounting and reporting of Council businesses, including monitoring the Council's bank accounts and reconciling the bank accounts each month. To prepare records for audit purposes. To reconcile the VAT and prepare a Return (at least quarterly).
- To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met on time and in accordance with the Council's mandates and procedures.
- To issue invoices on behalf of the Council for goods and services and to ensure payments are received in accordance with the Council's mandates and procedures.
- To monitor and report back to the Council on the work of any contractors.
- To prepare annual accounts for approval by the Council.
- To prepare draft annual budget and Precept proposals for consideration and approval by the Council and the Finance Committee, all in accordance with a timetable to facilitate the adoption of agreed budgets and related Precept at latest by 14 January in each year in respect of new financial year effective 1 April.
- To undertake all necessary activities in connection with the management of salaries including pensions, conditions of employment and work of all staff.

- To ensure that the Council's obligations to insure are properly met.
- To ensure that the Council's obligations for Risk Assessment are properly met.
- To maintain the Council's Asset Register and to make regulation inspection of those assets.
- 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 specialists in particular fields.
- To draw up, both on your own initiative and as a result of suggestions by councillors, proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
- To supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.
- To prepare in consultation with the Council, press releases about the activities, and/or decisions of the Council.
- To organise Council events and make any necessary arrangements.
- To ensure good communication with local groups and organisations.
- To work with the Assistant to the clerk to ensure regular coverage on Facebook and to keep the Council website up to date.
- To oversee the management of all planning applications for the town and to convey the Council's comments to the Local Planning Authority (East Devon District Council) by the deadline date.
- To act as a representative of the Council as required.
- To issue notices and prepare agendas and minutes for the Annual Parish Meeting; to attend the assemblies of the Annual Parish Meeting and to implement any decisions made at the assemblies.