**Job Description – Town Clerk & RFO**

The main duties can be summarised as:

- Ensure that the Council conducts its business lawfully

- Administer all the Council's paperwork

- To act as Responsible Financial Officer by administering and monitoring the Council finances

- Ensure that meeting papers are properly prepared and the public is aware of meeting times

- Communicate the Council's decisions

- Organise and manage/oversee the provision of the Council's services

- Organise and oversee the implementation of projects

- Manage and lead the staff

- Communicate and market the Council services and facilities

- Keep proper registers and other local documents

- Keep up to date by training/qualification

- To complete all work in a timely manner with assistance as necessary and within budget or report promptly to the Chairman of the Council if such work cannot be completed as requested.

**Overall Responsibilities**

The Town Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions of the post, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer in a timely and professional manner.

The Town Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

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

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 Council’s activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions made. The Town Clerk will also be responsible for assisting in the development of strategies for the Council and monitoring their implementation.

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

**Specific Responsibilities**

General

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations. This means that the Clerk must keep up to date with changes in legislation and forthcoming changes and will advise the Council accordingly to ensure that policies and procedures meet statutory requirements and best practice.

2. To study reports and other data on activities of the Council and on matters bearing on those activities; and where appropriate to discuss such matters with administrators and specialists in the relevant and particular fields and to produce reports for circulation and discussion by the Council.

3. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council including advice on the practicability and likely effects of specific courses of action. This will include advice on the pros and cons of such suggestions.

4. To be the Council's principal adviser on policy matters.

5. To monitor the implemented policies of the Council to ensure that they are achieving the desired result and where appropriate suggest modifications.

Decision-making

6. To prepare and issue, in consultation with appropriate members, notices and agendas for meetings of the Council, its Committees and its Sub-Committees and the Town Meeting; and to attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer.

7. To produce all information required for making effective decisions and to implement constructively all decisions.

Financial

8. To receive and report on invoices for goods and services to be paid for by the Council and to ensure that such accounts are paid where presented to the Council correctly; and to issue invoices on behalf of the Council for goods and services and to ensure that payment is received.

9. To monitor income and expenditure, to balance the Council's accounts and to prepare records for audit purposes and VAT.

10. To advise and assist the Council in applying for and securing grants from potential funding bodies.

Management

11. To supervise all other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and the work of other staff; to arrange and/or undertake staff annual performance appraisals; and to recommend to Council any changes proposed to staff salaries or conditions.

12. To ensure that the Council's obligations for Risk Assessment and Health and Safety are

properly met.

13. To arrange the elections for chairs and Deputy Chairs of the Council and its committees and sub-committees.

14. To receive correspondence and documents on behalf of the Council, to deal with them and to bring them to the attention of the Council in a timely manner; and to issue correspondence as a result of instructions of or the known policy of the Council.

15. To prepare and publish the Council's Annual Report.

External relations

16. To take appropriate action to develop partnerships with businesses, agencies and the voluntary sector and to assist in developing strategies to enhance the profile and image of the Council for the economic and social development of the residents of Battle while protecting the views/interests of the Council with all external organisations or individuals.

17. To further develop strong working relationships with partners from all sectors and to work with Councillors to produce a long-term action plan for the development of Battle for the benefit of residents and visitors to the town.

18. To act as the representative of the Council as required.  19. To be principal adviser to the Council on matters of ceremony and civic protocol.

20. To prepare, in consultation with the Chairman and other key Councillors, press releases about the activities of, or decisions of, the Council in an effective and positive way.

21. To ensure that the Council's website is accurate and fit for purpose.

Personal

22. To attend training courses or seminars on the work and role of the Town Clerk as required by the Council, such as appraisal techniques, cyber security and data security.

23. To work towards the achievement of the status of Qualified Clerk if not already obtained.

24. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council, for example by membership of the Society of Local Council Clerks.

25. To attend the Conference of SSALC Ltd and other relevant bodies as a representative of the Council as required.

Other

26. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.