



# **Burton Latimer Town Council**

## **Town Clerk & Finance Officer**

### **(Proper Officer)**

### **Job Description**

<b>Hours</b>	Full time – there will be evening and weekend working
<b>Salary</b>	LC3 scale Point 36-40
<b>Location</b>	Based at the Harold Mason Centre and Community Library, Burton Latimer
<b>Staff Responsibility</b>	Town council and library staff
<b>Reports to</b>	The Chair of the Council

#### **Responsibilities**

This officer, as Town Clerk, will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions of the Council, and to serve or issue all the notifications required by law of a local authority's Proper Officer.

This officer, as Finance Officer, will have experience of Scribe and be responsible for the effective financial management of the Town Council, for providing financial advice and guidance on policy options and ensuring the effective implementation of Council policies.

The Town Clerk will be responsible for ensuring that the legal instructions of the Council in its functions 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 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 expected to be fully involved in the Strategic Planning Process of the Council

This role will require an enhanced DBS check to be carried out prior to being offered to the successful applicant

## **Key Duties and Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure that the Council's obligations for Risk Assessment are properly met and to act as The Council's Health and Safety Officer for both buildings and staff. To advise the Council of any H&S or Risk concerns that may arise and to ensure that remedial action is taken where necessary.
3. As the Council's Finance Officer, will be responsible for:
  - Council financial records, the preparation of budgets and the administration of all finances;
  - The balancing and conciliation of the Council's accounts;
  - Preparation of records for audit purposes and ensuring that internal and external audits are completed on time;
  - Administration of VAT;
  - Ensuring that procedures are in place to record all financial transactions, income and expenditure together with assets and liabilities;
  - Studying reports and data on finance and, where appropriate, producing reports for the Council and the committees.
4. To work in partnership with North Northants Council and a range of local bodies and organisations to deliver the day-to-day work of BLTC, keep up to date on grant and training opportunities and in the development of strategic planning for the Council.
5. To prepare agendas for meetings of the Council and Committees.
6. To attend all meetings of the Council and of its committees and prepare minutes for approval by The Town Council.
7. To receive correspondence and documents on behalf of the Council and to either deal with such items or bring them to the attention of the Council in a timely manner. To issue correspondence as a result of instructions, or the known policy of, the Council.
8. To draw up both on their own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the practicability and likely effects of specific courses of action.
9. To be responsible for the overall supervision and management of all BLTC staff 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 work of other staff. To ensure staff appraisals are carried out and contracts and job descriptions are updated as required. To act as Line Manager to the Community Library Manager.
10. To monitor and review annually the Council's policies and procedures to ensure they are achieving desired results and, where appropriate, suggest modifications.
11. To prepare, in consultation with relevant councillors, press releases about the activities of, or decisions made by, the Council and to maintain and monitor the BLTC website and social media platforms to ensure legal compliance, timely communication and effective promotion of council business and events

12. To ensure continual professional development and effective networking with other councils and maintain membership of an appropriate professional body such as The Society of Local Council Clerks.
13. To attend meetings, conferences of professional bodies, and other groups, as a representative of the Council as required and to report back to The Council on the first feasible occasion.
14. To develop, construct and organise an annual calendar of meetings and events on behalf of the Town Council.
15. To ensure all HMC tenancies are up to date and administer casual room bookings for the HMC and the Library.
16. To ensure that such other duties as may be assigned by Council Chair or by the Council in relation to the role of Town Clerk are carried out.
17. To maintain political neutrality in conducting the role of Town Clerk.

### **Person Specification**

	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>	Certificate in Local Council Administration (CiLCA). 5 GCSEs including English/Maths and/or A levels. Degree or HNC in relevant discipline. Other relevant professional qualification.	
<b>Work Experience</b>	Local Government Experience. Facilities management. Writing grant funding applications. Partnership working.	Managing a Community Centre or library. Project Management. Health and Safety at Work.
<b>Skills, Knowledge &amp; Aptitude</b>	Knowledge of current local government and planning law.	Record keeping. Knowledge of managing and updating websites and social media sites.
<b>Personal Qualities and Motivation</b>	Positive, proactive attitude. Diplomacy and tact. Ability to work under pressure. A friendly disposition Ability to work both alone and harmoniously with staff and public. Ability to form and maintain good working relationships. Self-reliant & self-motivated	
<b>Other</b>	Entitlement to work in the UK.	

## **Burton Latimer Town Council**

### **Equality, diversity and inclusion policy**

#### **Statement of policy**

As an employer, Burton Latimer Town Council (BLTC) is fully committed to providing equal opportunities for all employees, workers and job applicants. BLTC aims to create a culture that encourages and values diversity and that appoints, rewards and promotes staff based on merit.

It is unlawful to discriminate against any employee, worker or job applicant because of any “protected characteristic”, namely age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race (including colour, nationality and ethnic or national origin), religion or belief, sex or sexual orientation.

The aim of the policy is to ensure no job applicant or employee is discriminated against either directly or indirectly on any unlawful grounds.

BLTC has overall responsibility for ensuring that this policy is implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.

BLTC will ensure that the policy is circulated to any agencies responsible for its recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.

The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.

BLTC will maintain a neutral working environment in which no worker feels under threat or intimidated.

Discrimination is unacceptable and breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.