

GLYNNEATH TOWN COUNCIL
JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

Job Title	TOWN CLERK/RESPONSIBLE FINANCIAL OFFICER	Grade	LC3 (£36922 – 39880) per annum
Reporting To	Town Council (The Council will nominate a member to act in the role of immediate line manager)	Hours	Full Time
		Working Pattern	Monday to Friday normal working hours with occasional evening weekend work. Opportunity to work from home occasionally to be agreed with the successful candidate

Purpose of the Role

The Town Clerk/RFO will be the Proper Officer of the Council and as such is under a statutory duty to carry out all its functions, and 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 is expected to advise the Council on, and assist in the formulation of policies to be followed in respect of the Council's activities and in particular to produce all the information required to support the Council in making effective decisions and to implement constructively all decisions. The individual appointed will be accountable to the Council for the effective management of its human and physical resources as well as financial resources and will report to the Council on resourcing matters as and when required. On a strategic basis, the Town Clerk will be required to work with partners and the community to help deliver the Town Council's policies and plans.

Key Duties and Responsibilities

NOTE: The Town Clerk/RFO is accountable for ensuring that all these duties and responsibilities are fulfilled and will carry them out either personally or supervise other employees who have them included in their job description.

1. Governance and Administration

- a) To act as the Proper Officer of the Council in ensuring that legal, statutory and other provisions governing or affecting the Town Council are assured.
- b) To prepare, in consultation with designated members, agendas for meetings of the Town Council and its Committees and to attend such meetings and arrange for minutes to be prepared for approval.
- c) To receive correspondence and documents on behalf of the Town Council and to deal with correspondence and documents received and bring appropriate matters to the attention of the Town Council.
- d) To execute the decisions of the Town Council in the manner deemed to be most effective and appropriate.
- e) To monitor the implemented policies of the Town Council to ensure they are achieving the desired outcome and where appropriate to report to the Town Council on any proposed changes that may be considered necessary.
- f) To prepare reports, discussion papers or other documents for presentation at meetings of the Town Council and its Committees including the provision of options and choices on policy and service matters.
- g) To be responsible for ensuring that all administration arrangements are in place in connection with meetings.
- h) To assist the Town Council in the development and updating of key policies and procedures e.g. standing orders.
- i) To establish and maintain effective paper and electronic filing systems to record the business of the Town Council in a recoverable format.
- j) To maintain an awareness of all existing and emerging legislation and to keep the Town Council aware of any new obligations to be considered.

2. Strategic Development

- a) To advise the Council on the strategic development of its business and implement the Council's policies and plans and ensure they are reviewed at agreed intervals.
- b) To oversee the development of any new community facilities and the management of the existing facilities in the town in line with the Town Council's policies.

- c) To develop and sustain new and existing partnership arrangements as necessary to achieve the Council's corporate goals including the delivery of current and future partnership agreements.
- d) To maximise income from partnerships, external funding and sponsorship.
- e) To develop further opportunities in partnership with the local business community including the promotion of Glynneath.
- f) To represent the Town Council on external bodies as determined by the Council.

3. Financial Governance and Accountability

Under Section 151 of the Local Government Act 1972 fulfil the role of the Town Council's designated Responsible Financial Officer as follows: -

- a) To monitor and effectively manage the Town Council's finances in accordance with its financial regulations and advise the Town Council on a financial strategy that will meet its finance and policy objectives and ensure that the accounts are maintained in accordance with the requirements of the Accounts and Audit Regulations and the Practitioner's Guide on Governance and Accountability 2019.
- b) To administer the payroll including PAYE, NI and pension arrangements and to ensure that expenses (including those claimed by members), petty cash, sickness, annual holiday and TOIL are managed in accordance with Town Council policies.
- c) To prepare a detailed annual budget and precept assessment for the Town Council's approval having ensured that all appropriate Committees have had the opportunity to engage with the process.
- d) To prepare forward looking budget assessments in support of the Town Council's business planning needs.
- e) To make appropriate banking arrangements.
- f) To maintain the cash book and ensure that all supporting documentation is maintained to provide the required audit trail.
- g) To ensure that all payments made to the Town Council are properly recorded and that income is banked on a regular basis.
- h) To manage the Town Council's bank accounts in order to achieve an effective cash flow and to manage the Town Council's investments in accordance with the approved Investment Strategy.
- i) To ensure that the accountancy system is effectively administered and that finances are administered within the approved budget.
- j) To administer the operation of the purchase ledger and payments system, sales ledger and cashbook and ensure that bank reconciliations are completed on a monthly basis and VAT returns are completed and submitted to HMRC in compliance with established deadlines.

- k) To ensure that appropriate arrangements are in place for internal audit and that an engagement letter has been issued to the appointed individual/company.
- l) To liaise with the Internal Auditor and External Auditor in relation to the financial affairs of the Town Council.
- m) To ensure that schedules for payment are presented to the Town Council or a designated Committee for approval.
- n) To provide accurate financial information, reports, advice, monitoring information and forecasts to assist the Town Council in making effective decisions.
- o) To administer the Town Council's loans, leasing and such other capital financing arrangements as may be required.
- p) To ensure that the Town Council's obligations to insure are properly met.
- q) As the Town Council's role develops, to continually appraise financial arrangements and to seek to develop a system whereby financial information can be built into quality performance measures.

4. Information Management and Information Technology

- a) To ensure that the Town Council has appropriate policies in place in order to satisfy the requirements of the Data Protection Act 2018 and the Freedom of Information Act 2000 and associated requirements of the Information Commissioner.
- b) To ensure that all files and records are maintained in an effective manner and that the Town Council's policy on retention of documents is fully complied with.
- c) To ensure that effective and efficient arrangements are in place to deal with the security of information and data and that a business recovery plan is in place.
- d) To undertake the lead role in developing and reviewing the Town Council's IT strategy ensuring that equipment is fit for purpose and that a rolling programme of replacement is in place.

5. Estates and Facilities Management

- a) To have overall responsibility for the management, development and maintenance of any land and buildings that are part of the Town Council's estate.
- b) To identify and report to the Town Council opportunities for the purchase or disposal of land and buildings as required.
- c) To liaise with Neath/Port Talbot County Borough Council in relation to opportunities for community asset transfers or devolution of services for consideration by the Town Council.
- d) To be responsible for the management of any land and property interests including the safe custody in a secure and accessible manner all deeds, plans, records and other relevant documents.

- e) To liaise with relevant professionals appointed by the Town Council to support all aspects of estates and facilities management.

6. Communications

- a) To arrange for the preparation of press releases, town newsletters and other publicity documentation.
- b) To create marketing campaigns as required by the Town Council involving new innovative ways of communicating key messages to stakeholders.
- c) To assist the Town Council in preparing an annual communications and marketing plan and to oversee its delivery.
- d) Where appropriate, to meet with members of the public and organisations to discuss community issues, answer questions and respond to complaints.
- e) To oversee the implementation of all events (including civic events, town twinning and community engagement initiatives) approved by the Town Council ensuring that they are delivered within budget and within the agreed timescales.
- f) To attend civic events in an official capacity and to act as a representative of the Town Council at external events and meetings as required.
- g) To manage all contracts relating to Christmas lighting including liaison with volunteers engaged with the arrangements.

7. Health and Safety

- a) To ensure that the Town Council's statutory obligations for the effective management of health and safety are met and that the health and safety policy and supporting processes and procedures are reviewed at appropriate intervals.
- b) To ensure that risk assessments are prepared and reviewed in relation to all services, premises and events.
- c) To take care of your own health and safety and ensure through training and guidance that any employees are aware of their responsibilities in relation to the roles they perform.

8. Project Management

- a) To research projects for consideration by the Town Council, including feasibility, funding, and future management and resourcing and once approved to manage projects ensuring adhesion to project plans, budgets and deliverables.

9. Equality and Diversity

- a) To support the Town Council in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of its work.
- b) To ensure that all employees are fully aware of the Town Council's commitment to and obligations arising from equality legislation.
- c) To work with the Town Council to ensure that the requirements of the Welsh Language Act are reflected in all aspects of service delivery and that when published, the standards to be produced by the Welsh Language Commissioner are fully implemented as appropriate.

10. People Management

- a) To lead and manage the employees of the Town Council and nurture and develop the skills and effectiveness of each member of the team.
- b) To lead and co-ordinate the effective management of employees to ensure the efficient delivery of the Town Council's business and to ensure compliance at all times with statutory obligations.
- c) To provide suitable training opportunities for all employees in accordance with an annual training plan to be prepared for the approval of the Town Council.
- d) To ensure that all employees are appraised in accordance with the Town Council's employee appraisal scheme.
- e) To observe all policies and procedures contained in the Employee Handbook.
- f) To review as necessary the staffing structure and resources in line with changes in the Town Council's plans and business.

11. Personal Development

- a) To achieve, within a period determined in consultation with the Town Council, the Certificate in Local Council Administration qualification (This will be funded by the Town Council).
- b) To develop professionally by keeping up to date your knowledge, skills and networks to ensure the efficient management of the Town Council's affairs.
- c) To become a member of the Society of Local Council Clerks (Annual fee to be funded by the Town Council).

12. Other

- a) To undertake other duties from time to time which are commensurate with the level and grading of the post.

EMPLOYEE SPECIFICATION

Experience/ Competencies	Essential or Desirable?	Method of Assessment
<p>Qualifications and Education</p> <ul style="list-style-type: none"> • Good general education • A University Degree • Certificate in Local Council Administration (CiLCA Wales) or willingness to work towards obtaining the qualification • Work experience at a level appropriate to the duties of the post 	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>	<p>CV / Provision of Certificates</p> <p>CV / Provision of Certificates</p> <p>CV / Interview</p> <p>CV / Interview</p>
<p>Strategic Planning</p> <p>Understanding of strategy and development of action plans to support forward planning</p>	<p>Essential</p>	<p>Interview</p>
<p>Administration and Financial Management</p> <ul style="list-style-type: none"> • At least 3 years' experience of administration and finance in a senior role • Ability to set and manage budgets and prepare financial statements • Ability to let and manage contracts, purchasing and invoicing • Ability to prepare agendas and take accurate minutes 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>	<p>CV</p> <p>CV / Selection Test</p> <p>Interview</p> <p>Selection Test</p> <p>CV</p>

<ul style="list-style-type: none"> • Previous experience of working in a local council • Understanding of the key elements of effectively managing estates and facilities 	Desirable	Interview
People Management <ul style="list-style-type: none"> • Ability to manage staff, including agreeing annual work plans and conducting appraisal interviews • Ability to hold staff to account and apply personnel procedures as appropriate 	Essential	CV / Interview
The Local Council Environment <ul style="list-style-type: none"> • Understanding of the issues facing community and town councils and the environment in which they operate • Commitment to public service • Understanding of local council procedures and law 	Essential	Presentation
	Essential	Interview
	Desirable	Interview/Selection Test
Skills and Attributes <ul style="list-style-type: none"> • Good interpersonal and oral communication skills • Good written communication skills • Ability to organise workload unsupervised and meet deadlines • Political sensitivity, tact and diplomacy • IT skills enabling use of internet, e-mail, word processing, 	Essential	Interview/Presentation
	Essential	CV / Selection Test
	Essential	CV / Interview
	Essential	Interview
	Essential	Selection Test / CV

<p>financial databases and spreadsheets and website administration</p> <ul style="list-style-type: none"> • Understanding of the requirements of the data protection and freedom of information legislation and its application within an organisation • Understanding of the key components of effective project planning • Awareness of health and safety legislation and its application within an organisation • Ability to work efficiently through the medium of Welsh • Willingness to learn the basics of the Welsh Language 	<p>Desirable</p> <p>Desirable</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p>	<p>Interview</p> <p>CV</p> <p>Interview</p> <p>Application Form/Interview</p> <p>CV / Interview</p>
<p>Personal Styles and Behaviours</p> <ul style="list-style-type: none"> • A motivating and enthusiastic leader • Personality, conduct and credibility that engages the confidence of councillors, staff, partners and stakeholders • Energy and resilience to lead and drive change • Advocate of equality, diversity and respect in the workplace 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>

<ul style="list-style-type: none"> • Strong commitment to developing high performance and a result driven culture • Committed to local democracy, social justice and accountability to the community • Capable of critical reasoning and evidence-based decisions 	Essential	Interview
	Essential	Interview/ Selection Test
<p>Other</p> <ul style="list-style-type: none"> • Committed to developing and keeping up to date personal knowledge level • Prepared to attend evening meetings and weekend events as required • Full driving licence and access to a car • Willingness to travel to meetings involving occasional long distances 	Essential	Interview
	Essential	CV
	Desirable	CV
	Essential	CV