



CLARE TOWN COUNCIL – TOWN CLERK AND RFO ADVERT

Clare Town Council is looking for an enthusiastic and self-motivated person to undertake the role of Town Clerk and RFO from 1 September 2022. The Town Council, which serves the Town of Clare, has 9 members and has an annual precept of just over £100,000. The Clerk, as the proper officer of the Council, has overall responsibility for managing the operations of the Council and its facilities. The role requires a degree of flexibility and attendance is required at evening meetings, including the monthly Town Council Meeting held on the third Thursday of each month and the monthly environment committee meeting held on the first Wednesday of each month. Other duties include management of Clare Cemetery (supported by a cemetery manager); preparation of agendas and supporting documents; implementing and monitoring of decisions made by the Town Council; dealing with all financial and regulatory matters in accordance with current guidelines (supported by a Finance Officer); regular review of regulatory documents and risk assessments; advising Councillors on matters of legislation and practice; dealing with correspondence sent to the Town Council and updating the Town Council website and social media platforms.

The successful candidate will:

- Hold a CiLCA qualification or be willing to qualify before June 2023.
- Have proven experience in administration and a good understanding of local government
- Have strong communication and IT skills including Teams and Microsoft
- Be familiar with accounting practices in a supervisory role and
- Have a record of proven, effective management of staff.

The role requires 16 - 22.5 hours per week, some of which can be worked flexibly.

Full details are set out in the attached job description which also appears on [Clare Town Council | Suffolk's smallest town \(clare-suffolk.co.uk\)](https://clare-suffolk.co.uk)

The salary will be paid in accordance with experience and in line with the National Joint Council Salary Scale rates and will range from SCP 22 (currently £14.05 per hour) - SCP 23 (currently £14.42 per hour).

For further information on the role please contact the Chair Margaret Godwin by email; margaret.godwin@clare-suffolk.co.uk.

To apply, send your CV and covering letter of application to clerk@clare-suffolk.co.uk or post to the Town Clerk at Old School Community Centre, Callis Street, Clare CO10 8PX.

Applications close on 15th August 2022. Interviews will be held during the week commencing 22nd August 2022 and may be conducted remotely or by implementing social distancing measures according to government guidelines at the time. Any candidate requiring special circumstances for an interview (for example shielding, so remote

interview only) should make this known at the time of their application. This will not affect the assessment of any candidate, but is to ensure the Council can put appropriate measures in place.

Clare Town Council: Job Description for the Town Clerk and Responsible Finance Officer

Overall Responsibilities: The 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, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for seeing that the business of the Council (including its cemetery) runs smoothly and efficiently and is conducted in accordance with the law; to produce all the information required for making effective decisions and to implement all decisions constructively. The Clerk has the responsibility of guiding and advising the Council on matters of law and procedure. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will also be the Responsible Financial Officer (RFO) for the Council. This statutory role imposes specific duties on the RFO regarding internal controls, risk management, accounting control systems and records. The Clerk and RFO will be supported in discharge of these duties by a finance officer who provides day-to-day financial management of the Council.

Specific Responsibilities:

- To ensure that The Council conducts its business lawfully; that statutory and other provisions governing or affecting the running of the Council are observed.
- To monitor the procedures of the Council and adherence to the Code of Conduct.
- To manage all the Council's administration, legal documents and implementation of the Council's decisions.
- To ensure that meeting papers are properly prepared, agendas are published in accordance with legislation and that the public is aware of meeting times.
- To attend all meetings, prepare timely minutes for approval and implement decisions made at the meetings.
- To act as the representative of the Council as required towards the public, Borough and County Councillors and their Officers.
- To undertake the duties of RFO described in s 151 of the Local Government Act 1972 including to (i) establish a sound system of internal control and arrangements for the management of risk; (ii) carry out an annual review of the system of internal control and to prepare and publish an annual statement of internal control; (iii) determine the accounting records and ensure they are maintained in accordance with proper procedures and are kept up to date; and (iv) determine the accounting control systems and ensure that they are observed. In discharge of these statutory responsibilities, the RFO shall (i) work with the Finance Officer to ensure sound day-to-day financial management of Clare Town Council; (ii) manage the Council's financial affairs within the local authority legal framework; (iii) comply with current legislation, statements of recommended

practice and accounting codes of practice; and (iv) ensure that the Council complies with the Financial Regulations as approved from time to time by councillors.

- To manage and assist in the day to day running and administration of Clare cemetery in accordance with Burial Authority law and best practice.
- To line manage all other Council employees.
- To carry out the role of Data Protection Officer, including auditing and documenting personal data held.
- To attend meetings and events as a representative of the Council as required.
- To receive correspondence, telephone calls and documents on behalf of the Council and to deal with these matters or bring such items to the attention of the Council.
- To issue correspondence as a result of instructions of, or the known policy of the Council.
- To manage the Clare-suffolk.co.uk website and ensure that it is always up to date, useful and attractive to visitors to the site.
- To prepare, in consultation with the Chairman/Council Press Officer, press releases (including via the Council's social media platforms) about the activities or decisions of the Council.
- To keep up to date by training/qualification and attend training courses/networking events Clerk as required by the Council.
- Public Sector equality duties: Be aware of and compliant with the Council's public sector equality duties

Person spec	essential	desirable
Experience working as a local authority clerk and RFO	x	
Interpersonal skills – to deal with public, colleagues, councillors verbally and in correspondence/meetings	x	
Recognised clerk/RFO qualification/ willingness to work towards	X	
Competent user of MS Office, (Teams, Excel, Word, email, internet)	x	
Personal skills: organised; diligent; self-motivated, excellent communicator; ability to prioritise and work to deadlines; diplomatic; understands limits of confidentiality	x	
Representation – flexibility and willingness to attend evening meetings and training	x	

Understanding of GDPR	x	
Understanding of public sector equality legislation	x	
Experience of line management	x	
Experience of managing burial grounds		x