



<b>Job Description:</b>	<b>Town Clerk</b>
<b>Job Title:</b>	Town Clerk and Responsible Financial Officer
<b>Hours</b>	37 Hours per week <i>(Mon – Fri) (additional hours worked taken as time off in lieu and overtime (split equally))</i>
<b>Pay Scale:</b>	Based on NJC scale points SPC 37 – 41
<b>Based at:</b>	Andover Town Council, Office 107, Incuhive Andover, Chantry House, Andover, SP10 1LS
<b>Job Purpose:</b>	Under s. 112 of the Local Government Act 1972, the Town Clerk is the Principal Officer of the Town Council and fills the statutory roles of ‘Proper Officer’ and ‘Responsible Financial Officer’. The Town Clerk has day to day responsibility for the administration and financial control of the Town Councils services and is responsible for advising Council and implementing Council’s lawful decisions.
<b>Responsible to:</b>	The Town Council
<b>Responsible for:</b>	As Head of Paid Service, the Town Clerk is responsible for all staff employed by the Town Council.

**Key Duties**

<b>RFO:</b>	<ul style="list-style-type: none"> <li>• To supervise cash handling, managing the financial systems, VAT System, preparing and monitoring budgets and ensuring adequate insurance is maintained and compliance with audit and accounting regulations</li> <li>• To ensure that the Town Council is accountable and complies with legislation</li> <li>• To manage the risks involved in raising and spending public money.</li> <li>• To provide the financial information which the Councillors require in order to make sound budget decisions.</li> <li>• To prepare the draft budget giving figures for last year, the current year and next year.</li> <li>• To complete the Precept Request</li> <li>• To keep financial records, including receipts and payments account which are regularly balanced and reconciled with bank statements.</li> <li>• To provide the Town Council with financial management reports to help the Councillors monitor income and spending against the Councils Budget.</li> <li>• To make the records available to the Internal Auditor and prepare the end of year accounts and in liaison with the Internal Auditor to present the Annual Return and the accounts to the Town Council.</li> <li>• To sign the Statement of Accounts on the Annual Return</li> <li>• To manage all financial procedures including insurance; recommend financial regulations in standing orders and advise the Town Council on computerising accounts.</li> </ul>
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**Town Clerk:**

- To carry out functions assigned by statute or otherwise to the Town Council's Proper Officer.
- To keep accurate records and to make those returns or reports required of the Town Council.
- To act in a non-partisan manner to support the democratic processes of the Town Council.
- To ensure that the lawful decisions and projects of the Town Council are implemented constructively.
- To advise the Town Council on and actively assist in, the formulation of policies and procedures with particular focus on providing legal and financial support.
- To have overall responsibility to ensure the Health and Safety risk assessments and Fire Risk assessments are maintained and to act as Responsible Fire Person for the Town Council.
- To analyse information relevant to the Town or affecting the local community and to provide information to enable elected members to make effective decisions.
- To monitor the operation and impact of the Town Council police and decisions, advising the Town Council where appropriate of any recommendations for modification/further action.
- To have overall responsibility to represent the Town Council's stated policies as required, building effective relationships with the public, other organisations and press as appropriate.
- To prepare, in consultation with appropriate Members, summonses, agendas and reports for meetings of the full Council, Policy & Resources Committee and the Planning Committee, working groups or other groups, to attend such meetings and prepare minutes for approval.
- To receive correspondence and documents on behalf of the Council and to respond in accordance with the known policy of the Town Council, or where appropriate refer matters for the Town Councils attention.
- To have overall responsibility for supervising and monitoring the staff of the Town Council, ensuring that the Council's responsibilities as an employer are met, undertaking all related personnel activities including those associated with recruitment (in accord with the establishment approved by the Town Council), induction, management of performance, conditions of service, training and health and safety and encouraging appropriate training.
- To delegate, as appropriate, duties and tasks to other members of staff.
- To organise and assist as appropriate with the conduct of civic events, ceremonies and services.
- To act as the representative of the Town Council as required.
- To attend the Conferences of the National Association of Local Councils, Society of Local Council Clerks and other relevant bodies, as a representative of the Council as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at Work Act and to ensure that all staff and councillors also follow these guidelines.
- To work flexible hours to meet the needs of the Service undertaking work at weekends and outside normal office hours as required.
- To support the Town Council's commitment to equality of opportunity/diversity at all times.
- To undertake training and development initiatives as required.



- To support the Town Mayor in the administration of his/her duties.

Any other duties which may, from time to time, be considered appropriate.

*This Job Description reflects the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*