

# JOB DESCRIPTION

## Deputy Town Clerk & Responsible Financial Officer

### Overall Responsibilities

To assist the Town Clerk and Responsible Financial Officer in the execution of all Town Council business and to meet the Council's statutory requirements and to deputise for the Town Clerk in their absence.

### Person Specification

1. Good general standard of education and IT competency.
2. Business management experience including finance, personnel, projects.
3. Knowledge of working within a local government environment.
4. Personal skills to be able to relate to, and communicate with staff, councillors, members of the public and external agencies.
5. Be self-motivated and flexible to adapt to work requirements.
6. Demonstrate creative thinking and good problem-solving skills when faced with challenging situations.

### Specific responsibilities

1. To support the Town Clerk in ensuring the smooth running of the Town Council administration.
2. To maintain the finances of the Town Council on a day-to-day basis, carry out monthly reconciliations against the bank statements and undertake VAT returns.
3. To prepare the regular financial reports and Agendas for the Finance Committee, attend Finance Committee meetings and produce Minutes.
4. To prepare year-end accounts for external audit in compliance with the relevant Audit Regulations.
5. To assist with the management of Town Council projects.
6. To take bookings for the Playing Field, issuing all the relevant booking forms and invoices.
7. To ensure that the Asset Register and Risk Assessments are maintained and assist the Town Clerk with ensuring the Town Council has adequate insurance cover and carry out regular health and safety audits on Town Council owned property.
8. To deputise for the Town Clerk, including at Council meetings, when required.
9. To attend meetings of the Town Council, its committees and working groups as required.
10. To assist the Town Clerk with implementing Council resolutions.
11. To receive correspondence and documents on behalf of the Town Council and to deal with them or bring such items to the attention of the Town Clerk as necessary.
12. To supervise other members of staff with the Town Clerk and ensure training records are maintained and appraisals completed.



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13. To process timesheets and ensure payroll records are maintained.
  14. To proactively work with the Town Clerk and Members to drive a culture of continuous improvement to ensure that services and facilities provide the community with value for money and are delivered in a cost effective and efficient manner.
  15. To attend training courses and seminars relating to the role of Deputy Clerk and as required by the Town Council including working towards achieving ILCA (Introduction to Local Council Administration) and CILCA (Certificate in Local Council Administration) qualifications.
  16. To ensure the Town Council is compliant with legislation such as Health and Safety, Data Protection etc.
  17. To present a positive image of the Town Council by promoting its activities and achievements and ensure it maintains high standards through openness and accountability.
  18. To work with the Town Clerk to ensure that the Town Council maintains its Gold Quality Award.