

Job Description

Job Title:	Town Clerk and Responsible Finance Officer
Salary:	LC4 SCP 50-54
Location:	Unit 6 Abbey Lane Court, Abbey Road, Evesham
Reporting to:	Town Council
Responsible for:	Administration and Finance Officer (full time) Administrative Assistant (full time) Almonry Heritage and Tourism Information Centre Manager Senior Tourism/Heritage Officer (2 x 30 hrs) Tourism/Heritage Assistants (2 part time) Outdoor Services Manager (full time) Outdoor Services Operative (2 full time) Outdoor Services Operative/Lengthsman (full time) Seasonal Gardener

Main purpose of job:

To ensure that the Council undertakes its functions effectively and efficiently and acts properly and in line with good governance, accountability and transparency standards.

To advise the Council on formation of policies to be followed in respect of its activities, producing the relevant information and advice to support decision making.

To ensure that the Council's business is supported by appropriate administrative arrangements and that its financial and other resources are effectively managed.

To provide effective leadership to the Council's employees.

Main Duties

- To provide inspiring leadership as the Head of Paid Service in the strategic management of the Town Council and to advise the Council on all matters, helping to develop policies and strategies and ensuring the legality of all decisions.
- To actively foster and develop relationships with third party organisations of all types, other tiers of Local Government, neighbouring Councils and the voluntary sector to enhance the image of Evesham, its community and Town Council.
- To work with councillors, stakeholders and other local authorities in delivering the Evesham Town Plan
- Attendance at all Council Meetings including Annual Council Meeting (Mayor Making) and Annual Town Meeting, Finance and General Purposes, Planning and Estates, Town Plan, and Personnel Committee Meetings and all other formal and informal meetings of the Council.
- Preparation and circulation of all agendas, reports and minutes for all Council Meetings and acting on all decisions of the Council.
- Implementation of the Council's policies, carry out approved works and day to day control and management of the Council's activities.
- Maintenance of financial records and preparation of annual budget, finalising end of year accounts, arrangements for both internal and external audits, payment of salaries, wages and accounts, collection of income due to the Council, investment of Council funds and budgetary control.
- To act as Registrar of Cemeteries currently with responsibility for 3 cemeteries and 3 closed churchyards.
- To ensure that the Council's obligations for risk management are properly

discharged.

- Regular attendance at Full Council, Council Committees, Trust meetings and other evening meetings
- Representing the Council at a wide range of internal and external meetings with individuals, local organisations and other agencies.

Other Duties

Responsibility for:

Management of 4 allotments sites (to be 5)

Maintenance of all Council Properties

Maintenance of all Council Open Spaces

Maintenance of all Council's records and custody of legal documents

Town Hall/Council Chamber lettings,

Other Duties continued

- Enhancement—planting and maintenance of The Almonry Gardens, roundabouts, town signs, hanging baskets, planters and troughs.
- Management of maintenance of two War Memorials in conjunction with the Outdoor Services Manager
- Management of maintenance of bus shelters and public seats in conjunction with the Outdoor Services Manager
- Management of maintenance of public clocks in conjunction with the Outdoor Services Manager
- Preparation of licences for market and fairs rights pursuant to the Council's Charter
- Organisation of, and attendance at, Civic Services and Remembrance Day Service
- Organisation of, and attendance at, The Annual Town Bonfire and Fireworks Display, Heritage Open Days, Evesham River Festival Fireworks Display and various other ad hoc events
- Arrangements for the erection and removal of Christmas Lighting
- Overall responsibility for the work of The Almonry Heritage and Tourist Information Centre including management of the manager and staff
- To ensure the Council abides with HR law and best practices and be the main point of contact for the Council's HR support contract
- Seek and apply for funding for specific projects
- To draw up on own initiative, and as a result of input from Members, proposals for consideration by the Council and advise on the practicability and potential effects of specific courses of action. Undertake research and take advice in order to achieve best possible outcomes.
- To ensure that the Council complies with health and safety legislation and to ensure the safety and well-being of those who visit or work in the facilities provided by the Council.
- To act as the representative of the Council as required, liaising and building effective relationships with the public, other organisations and the press as appropriate.
- To prepare press releases about the activities or decisions of the Council and to be responsible for all routine contacts with representatives of the broadcasting and print media and to produce or ensure the production of such other publicity including the use of social media as the Council may from time to time require.
- To ensure the maintenance of the Council's website and to implement improvements to it identified as necessary or desirable

General Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility for this job.
- To keep records such as the asset register and insurance up to date

Charitable Trusts

Samuel Wallace Smedley Trust

Evesham Town Council is the corporate Trustee of the Samuel Wallace Smedley Trust which owns and operates a large Community Centre (Wallace House) in the town. The Town Clerk is Clerk to the Management Board and is responsible for the preparation of reports and minutes for all meetings in liaison with the Wallace Trust Board and Wallace House employees.

The Clerk is not a manager or employee of Wallace House and is not responsible for finance or HR issues, this lies with the Trust Board.

Smith Memorial Collection Trust

The Town Clerk is ex-officio a Trustee of, and Clerk to, the Smith Memorial Collection Trust which is a small Trust meeting twice yearly to purchase additional books for the collection at Evesham Library. The Clerk is responsible for the preparation and circulation of agendas, reports and minutes to Trustees and the submission of the annual return of accounts to the Charity Commission.

Notes:

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity

Job Title: Town Clerk and Responsible Finance Officer

Person Specification

Introduction

This high profile role requires candidates with a wide range of leadership skills and knowledge, including administrative, financial and legal. Applicants will need to demonstrate how their experience, knowledge, skills and personal qualities match the following requirements: -

Experience, knowledge, skills and qualifications

- A proven track record of providing effective advice and guidance to elected Members and a sound knowledge of Local Government
- An ability to interpret relevant legislation and to ensure implementation and compliance with the same
- Experience of budget preparation, budgetary control and the preparation of accounts for audit
- Possession of the Certificate in Local Council Administration (CiLCA) or equivalent or a commitment to attaining the same within 12 months of appointment
- High level of competency in I.T.
- Able to produce complex reports in a logical, easy to follow format on a range of subjects, including financial information.
- A skilled communicator both orally and in writing.
- A knowledge of modern marketing and social media trends.
- An ability to analyse, interpret and seek logical and creative solutions to often complex and problematic situations, often involving differing competing interests.
- An ability to influence and negotiate outcomes during periods of conflict and confrontation.

Personal qualities and outlook

- An effective leader with the ability to communicate effectively with Members, Council employees and customers both verbally and in writing
- Ability to develop and motivate a diverse group of employees
- A flexible professional with an innovative and pro-active approach to recognising and solving problems
- Highest standards of probity and integrity
- An enthusiastic, energetic, confident and resourceful leader who sets high standards and constantly seeks improvement in the context of what is best for the Parish community.
- An empathy toward people of all backgrounds and from all walks of life, committed to working with partners to achieve best outcomes.
- Committed to equality of opportunity for all employees in an open, respectful and fair manner – always promoting the highest standards of behaviour in public and professional life
- A flexible style, open to suggestion and differing approaches. Always open to new ways of working, training and personal development.

Other

- A willingness to work evenings and weekends when required for meetings, civic occasions etc