

Job Description	
Designation:	Town Clerk and Responsible Financial Officer
Hours:	Thirty-Seven hours per week
Location:	<p>Bideford Town Hall – Note building undergoing major renovation works starting Dec 25 necessitating twelve-month occupation of newly installed, first-time occupancy, portacabin within District Council, Riverbank House environs.</p> <p>Post is office based; there is opportunity to work from home on occasional basis.</p>
Job Purpose:	To ensure that the legal, statutory, financial and other provisions governing or affecting the operation of Bideford Town Council are observed and that the policies, procedures and services adopted/undertaken by the Council are informed by all relevant information/documentation, implemented in accordance with instructions and kept under continuous review in respect of their effectiveness and efficiency.
Responsible to:	The Bideford Town Council.
Responsible for:	Deputy Town Clerk, Administrative Assistant and Town (Maintenance) Rangers.
Key Duties:	<p>To carry out all the functions required by law of a local authorities Proper Officer and to issue all statutory notifications.</p> <p>To be responsible for ensuring that the lawful instructions of the Council in connection with its function as a local authority are carried out and that all policies, procedures and decisions relating to service delivery are implemented constructively.</p> <p>To advise the Council on, and actively assist in, the formulation of policies and procedures and to analyse and produce all the information required in respect of matters of interest to the Town Council and/or developments affecting the local</p>

	<p>community to enable elected members to make effective decisions.</p> <p>To monitor the operation and impact of Council policy and decisions to ensure that they are achieving the desired result, advising the Council where appropriate of any recommendations for modification/further action.</p> <p>To be the Council's Responsible Financial Officer, managing Council finances, VAT returns, the preparation and monitoring of its budget including the Pannier Market, ensuring compliance with insurance requirement, audit and accounting regulations.</p> <p>To regularly review the Council's financial and business risks and to advise the Council in managing them. Oversee and monitor the financial management of the Council and to ensure Members receive regular reports.</p> <p>To act as the official representative of the Council as required, liaising and building effective relationships with the public, other organisations and the press as appropriate.</p> <p>To prepare, in consultation with appropriate members, agendas for meetings of the Council, it's committees, working parties or other groups, to attend such meetings and prepare minutes for approval.</p> <p>To receive correspondence and documents on behalf of the Council and to prepare correspondence on the instruction, or known policy of, the Council.</p> <p>To manage the projects undertaken by the Town Council whilst ensuring all aspects of legal compliancy and best value.</p> <p>To supervise and monitor the work of 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 appointment, induction, management of performance,</p>
--	---

	<p>conditions of service, training and health and safety.</p> <p>To oversee the organisation and the conduct of civic ceremonies and services.</p>
<p>Skills, Knowledge and Experience:</p>	<p>Minimum induction on job – three months.</p> <p>Experience of staff supervision and personnel procedures.</p> <p>A strong understanding of administrative processes and systems necessary to fulfil legal requirements.</p> <p>Experience of managing budget/expenditure and of accounting procedures.</p> <p>Excellent communication skills both written and verbal.</p> <p>Information Technology management including social media, website content / publishing; the use of Microsoft Office.</p> <p>Compliance with relevant legislation and transparency codes (eg UK GDPR, DPA 2018, DUAA 2025, FOIA 2000 etc)</p> <p>Ability to manage own time and workload.</p> <p>Experience of working with the general public.</p>
<p>Complexity and Creativity:</p>	<p>Creativity and innovation are essential to the job and need to be regularly exercised within general guidelines.</p> <p>Responsible for producing reports and management information to include complex financial information.</p> <p>Responsible for monitoring and reviewing working practices, policies and procedures.</p> <p>Required to build effective relationships with key stakeholders.</p>
<p>Judgement and Decisions:</p>	<p>Required to exercise discretion and judgement in a range of areas which lead to the setting of working standards and/or decisions leading to</p>

	<p>changes in important procedures or service practice.</p> <p>To attend public meetings on behalf of the council as required and to act as the Council's representative or spokesperson to explain Council policies and functions.</p> <p>To operate the Council's agreed complaints procedure</p>
<p>Contacts:</p>	<p>Members of the Town Council</p> <p>Members and staff of other local authorities, statutory and voluntary organisations and the Church.</p> <p>Suppliers and contractors.</p> <p>National Association of Local Council's.</p> <p>Devon Association of Parish Council's.</p> <p>Society of Local Council Clerks.</p> <p>Deputy Town Clerk.</p> <p>Administrative Assistant.</p> <p>Town (Council) Rangers.</p> <p>Representatives of local Press/Media organisations.</p> <p>Members of the public.</p>
<p>Contact required in respect of service delivery issues some of which are likely to be contentious or complex requiring support, tact, persuasion and sensitivity within the framework of operation guidelines.</p>	
<p>General</p>	<p>To work within Health and Safety guidelines in accordance with the Health and Safety at Work Act.</p> <p>To work flexible hours to meet the needs of the Service undertaking work at weekends and outside of normal office hours as required.</p> <p>To support the Council's commitment to equality of opportunity/diversity at all times.</p> <p>To undertake all training and development initiatives as required.</p>

	To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk.
--	---

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.