

# NEWENT TOWN COUNCIL AND BURIAL AUTHORITY



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## TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER JOB DESCRIPTION

The Town Council strives to provide the community of Newent with good quality services and maintain these services to a high standard. The Town Clerk will ensure the delivery of these services.

**Job Summary:** To actively promote and implement the Council's policies and act as the Council's Proper Officer and Finance Officer to ensure that the administration and management of the Council's affairs, projects and functions are carried out effectively and in accordance with statutory and other provisions. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to it as and when required.

Some tasks of the Council will be carried out by other employees, but the Town Clerk has overall responsibility.

### Main Duties and Responsibilities

1. To manage the competence and ensure full compliance with statutory and other provisions governing or affecting the running of the Council
2. Act as overall Office and Staff Manager, including the management of payroll for all staff, associated payroll requirements
3. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees and sub-committees and the annual parish meeting.
4. To ensure the effective management of the Council's burial ground and the maintenance of all statutory records.
5. To undertake the role of Secretary to the Newent Recreational Ground Charity (Reg. No. 301585) including management of the site, attending meetings and actioning all decisions.

6. Attend meetings of the Council, committees and sub-committees of the Council and the annual parish meeting or ensuring adequate cover for the meeting is provided.
7. Preparation of minutes and reports of the Council, committees and sub-committees of the Council and the annual parish meeting.
8. To undertake research in support of Council and Committees.
9. Implement all council and committee decisions.
10. Monitor implemented policies of the Council and, where appropriate, suggest modifications.
11. Monitor the Council's insurance policy ensuring sufficient cover is in place for all activities and equipment.
12. To prepare and balance the Council's accounts, bank accounts and prepare records for audit purposes and VAT
13. To prepare regular financial reports for the Council, covering budget monitoring, fund balances, receipts and payments, payroll summary, and other relevant matters.
14. To manage all invoices for goods and services and where relevant, to issue invoices on behalf of the Council for goods and services and to ensure payment is received.
15. Management of Council facilities and maintenance of Councils asset register
16. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents 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.
17. To supervise contracts in accordance with the council's Standing Orders and Financial Regulations.
18. To ensure that the Council's obligations for Risk Assessment are properly met.
19. To act as the representative of the Council as required, including attendance at conferences/seminars.
20. To prepare, in consultation with the Mayor, press releases about the activities of, and/or decisions of, the Council.
21. To attend training courses and seminars on the work and role of the Clerk as required by the Council.
22. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council
23. Any other duties which the Council may determine from time to time.