

KNIGHTON TOWN COUNCIL

/ CYNGOR TREF-Y-CLAWDD



Job Description Clerk to the Council

Overall Responsibilities

The Clerk to the Council/Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

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 them as and when required.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

The Clerk will usually be based at the Civic Centre, Knighton from 10 a.m. to 3 p.m. unless otherwise agreed by the Chair or Deputy Chair.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Health and Safety are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees.
6. 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.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for any services provided by then such as room rental.
8. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with

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administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.

9. To draw up both on his/her own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To investigate and prepare any grant applications as agreed by the Council.
11. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
12. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
13. To act as the representative of the Council as required.
14. To issue notices and prepare and publish agendas and minutes for the Council Meeting: to attend the Council Meeting and to implement the decisions made by the Council.
15. To prepare, in consultation with the Chair or Deputy Chair, press releases about the activities of, or decisions of, the Council.
16. To attend training courses or seminars on the work and role of the Clerk as required by the Council and in accordance with the Council's training plan.
17. To work towards the achievement of the qualifications associated with the role of Council Clerk (e.g. ILCA, CiLCA).
18. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
19. To attend the conferences and other events as a representative of the Council as required.
20. To attend regular supervision sessions with designated Council members at agreed intervals.
21. To manage and monitor the Council's social media pages and website as required.
22. To manage the day to day running of the Civic Centre, including taking bookings.

Key Skills

1. To be proactive and have demonstrable organisational and financial and accounting skills.
2. Excellent verbal written, and administrative skills are essential.
3. To be enthusiastic, flexible and community-focussed with strong interpersonal skills to enable working with Councillors, external organisations, stakeholders and the community.
4. Ability to work unsupervised and to manage a small team effectively is essential.

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5. Good working knowledge of the MS Office Suite and Word Press or similar for website management.
6. The ability to communicate in Welsh is desirable but not essential.