



Melksham Town Council

Town Clerk and Responsible Financial Officer

Candidate Information Pack

Includes Terms plus job and person specifications.



Melksham Town Council

I am delighted that you are interested in applying for the post of Town Clerk and Responsible Financial Officer at Melksham Town Council. This pack contains all the information you need to support you in making an application for this exciting opportunity.

We are looking for an experienced leader, manager and administrator to work with Members and staff to develop their vision for the future, turn words into action and deliver high quality services to the people of Melksham.

Although the current economic climate presents considerable challenges, Members are determined to continue to provide and develop key support and services to our Community, and the Town Clerk plays a crucial role in achieving that target.

The closing date for applications is 26th October 2018 and it is likely that interviews will take place on 7th and 8th November 2018.

For further information about the work of the Town Council please go to our website <https://www.melkshamtown.co.uk>.

Informal discussions can be held with our Locum Clerk Heather Parks on 01225 704187 or myself on 07595 420021

Councillor Adrienne Westbrook
Mayor of Melksham

Terms of Employment

Salary

The full-time salary will be at LC4, SCP 52–56 (£48,138–£53,131).

Place of work

Melksham Town Hall, Melksham. The postholder may be required to work from any other council premises as appropriate.

Hours of work

The normal working week is 37 hours. Office hours are 8.30am–5.00pm Monday–Thursday and 8.30am–4.30pm Friday.

The nature of the post is such that actual working hours will depend upon the requirements of the job. Attendance at all Council meetings, which are held in the evening, is essential.

Holidays

The holiday entitlement is 26 days, rising to 31 days after five years continuous local government service, plus eight public holidays.

Please note the Council closes down between Christmas and New Year and employees will use annual leave (usually three days) to cover this period.

Notice period

At least three months written notice is required on either side to terminate the employment.

Pension

Employees of the Council are entitled to join the Local Government Pension Scheme as operated by Wiltshire Council.

Probation period

The successful applicant will be subject to a six-month probationary period, which will involve regular discussions on progress.



Melksham Town Council

Job Description: Town Clerk and Responsible Financial Officer

JOB PURPOSE

The Town Clerk is the Proper Officer of the Town Council as required by the Local Government Act 1972 and shall carry out the statutory duties of a Proper Officer in guiding and assisting the Council in carrying out its legal and financial obligations.

The Town Clerk will provide policy information and general guidance to assist in the decision and policy making of the Council and shall represent the Council to seek and promote service development opportunities. The Town Clerk is accountable to the Council for the effective management of all its resources and will report to Council as and when required.

The Town Clerk will be the Responsible Financial Officer.

SPECIFIC RESPONSIBILITIES

Strategic

- To assist the Council in the continual development and implementation of its strategic vision for the town, defining the strategic objectives and developing appropriate performance management arrangements to monitor their achievement.
- To review annually the achievements and objectives with the Council and to work with the Chairs of the appropriate committees to develop action plans for delivering short- and medium-term objectives.
- To monitor the implemented policies of the Council to ensure their effectiveness and propose modifications as appropriate.
- To develop the profile of the Council by identifying new areas of growth, new initiatives and developing new policies in line with the strategic priorities of Members.

Management of Council Business

- To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- To provide advice to the Council in relation to its legal obligations, including those as an employer and in relation to health and safety.
- To ensure that the Council's standing orders relating to business and proceedings, contract and tendering arrangements, financial regulations and delegation scheme are regularly reviewed and ensure that any changes required by law, guidance or best practice are implemented.
- To co-ordinate the full range of Council functions and services, ensuring the efficient running of the Town Council offices.
- To review and monitor systems, processes and procedures, ensuring the Council is making best use of information technology.
- To prepare agendas for meetings of the Council and its committees in consultation with appropriate Members and to ensure that minutes are prepared for approval.
- To attend, or ensure an appropriate deputy attends as required, all meetings of the Town Council and all meetings of its committees and working groups which are the responsibility of the Council.
- To take appropriate follow-up action from meetings and to carry out all decisions made on behalf of Members, and to be responsible for and supervise any projects or delegated responsibilities defined by Council resolution.
- To provide Members with a range of options or choices regarding policy and service issues, advising on the practicability and likely effects of specific courses of action.
- To ensure the activities of the Council are promoted through press releases, newsletters and social media.
- To attend any appropriate conferences and networking opportunities as required.
- To undertake specific projects at the request of the Council.

Personnel Management

- To supervise and manage all employees in keeping with the policies of the Council and undertake all necessary activities in connection with the management of salaries, conditions of employment and performance management.

- To have overall responsibility for all the activities of the Grounds Staff/Caretaking Team and the Facility Management Team at the Assembly Hall.
- To ensure the effective delegation and allocation of responsibilities and activities to members of staff.
- To review the performance of staff at regular intervals, ensuring appropriate training and updating of skills to match staff responsibilities and duties in light of annual appraisals and personal development plans, including preparing and implementing a training programme for staff.
- To ensure principles of equality and diversity are embraced and underpin all work for employees and service users.

Financial Management

- As the Responsible Financial Officer to provide professional advice to the Council, prepare annual budgets for submission to the Council and initiate forward planning, forecasting and general financial advice.
- To deal with all salary payments and calculations, making the appropriate payments to HMRC and Wiltshire Pension Fund.
- To complete VAT returns quarterly and submit to HMRC.
- To complete the end of year returns for HMRC and Wiltshire Pension Fund.
- To be responsible for ensuring the Council's internal audit function is carried out in accordance with the agreed programme.
- To follow agreed procedure for payment and receipt of all invoices presented to or by the Council and its business.
- To ensure the Town Council's finances are properly and effectively managed in accordance with its Investment Policy.
- To actively pursue any opportunities for inward investment and grant-aid that match the Council's priorities.
- To ensure effective financial controls and systems are maintained to prevent fraud, misappropriation or waste of Town Council funds.
- To complete year end accounting process and produce a set of accounts.
- To complete the Annual Return for the external auditors and make available all papers for the public as legally required, including the publishing of notices.
- To liaise with and assist the Council's external auditor on areas of financial work affecting the Council.

Asset and Risk Management

- To be responsible for the management of all Town Council assets ensuring effective security and maintenance and compliance with all relevant Health and Safety legislation.
- To review annually the Town Council's Risk Management Plan and recommend changes as appropriate ensuring that regular risk assessments are undertaken.
- To ensure the Asset Register of the Town Council is maintained up to date and periodically reviewed, advising the Town Council on medium to long-term action
- To ensure appropriate insurance cover is provided for all Town Council assets, public and other liabilities, reviewing annually and implementing or recommending changes to the
- relevant Committee.

Civic and Community

- To establish and maintain good working relationships with Councillors, employees, voluntary groups, churches, community organisations, local authorities and other relevant agencies;
- To meet with members of the public and other organisations as required to discuss community issues, answer questions and respond to complaints.
- To act as a representative of the Council, attending meetings with key stakeholders and positively promoting the Council within the local community to ensure its continued presence in local affairs;
- To organise and attend civic functions and outside events, as directed by the Council.
- To assist with or entertain VIPs, visitors and guests to the Council in support of the Mayor and Members. The Town Clerk carries out an important high-profile ambassadorial role and will often be the face of the Council.
- To attend meetings of outside organisations or ensure suitable representation when necessary.

The postholder will be required to work such flexible hours as are required to undertake the duties of the post.



Melksham Town Council

Person Specification: Town Clerk and Responsible Financial Officer

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Certificate in Local Council Administration (CiLCA) qualification. • Evidence of a commitment to continuing professional development. 	<ul style="list-style-type: none"> • Educated to graduate level or equivalent. • PRINCE2 or similar project management qualification. • Recognised business, IT or administrative qualification.
Experience	<p>Experience of:</p> <ul style="list-style-type: none"> • strategic management and the formulation and delivery of strategic objectives, plans and policies; • working with and advising elected Members; • strategic level planning and people management, including motivation, performance management and development; • successful partnership working; • planning, developing and managing complex projects; • budget setting and financial management; • managing a substantial budget; • local government financial procedures; • payroll; • internal and external audit processes; 	<p>Experience of:</p> <ul style="list-style-type: none"> • dealing with health and safety issues; • land and property management; • leadership role in a complex organisation; • HR systems and procedures; • conflict management; • current employment legislation; • contract management; • bidding for external funds.

	Essential	Desirable
Experience contd.	<ul style="list-style-type: none"> servicing committees, report writing and standing orders; organising and managing internal and external events. 	
Skills/Knowledge	<ul style="list-style-type: none"> The ability to write clear, concise reports and minutes. The ability to collate and analyse information and distribute to a range of audiences in an appropriate format. The ability to build effective relationships with Members, employees and a range of stakeholders. Strong communication and presentation skills. Good negotiating skills Knowledge and understanding of Local Government statutory requirements and the law as it affects local councils. 	<ul style="list-style-type: none"> The ability to think analytically, strategically and creatively to solve problems and manage change. <p>Knowledge of:</p> <ul style="list-style-type: none"> current employment and health and safety legislation; local area; civic protocol; local council legislation; burials, allotment and planning legislation; preparing event management plans to comply with all relevant H&S and Highways regulations.
Personal Qualities	<ul style="list-style-type: none"> Ability to work under pressure; Ability to multitask; Professional approach to work; Ability to prioritise and work to tight deadlines; Strategic thinker; Well organised and self-motivated; Resilient with strong self-awareness. 	
Other	<ul style="list-style-type: none"> Willing to work out of office hours to attend Council meetings and Council business. Ability to operate with complete impartiality in a political environment. 	