

**JOB DESCRIPTION
CLERK TO THE COUNCIL**

JOB TITLE: Town Clerk to Bungay Town Council

Overall Purpose of Post

- To be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's Proper Officer.
- To have responsibility for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out
- To advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and to produce all the information required for making effective decisions and to implement constructively all decisions.
- To be accountable to the Council for the effective management of all its resources and will report to them as and when required.
- To be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Main Duties and Responsibilities

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- To advise the Council on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements where required. To monitor the legally required and implemented policies of the Council ensuring that they conform to current legislation.
- To prepare and publish, in consultation with appropriate Members of the Council, agendas for the meetings of the Council and Committees in accordance with all statutory requirements and prepare minutes for approval, other than where such duties have been delegated to another officer.
- To attend all meetings of the Council and all meetings of its committees, other than where such duties have been delegated to another officer.
- To be responsible for the day to day operation of the Town council, including face to face contact with the public, and responsive to their enquiries in a timely manner.
- To receive correspondence, documents, including contracts, agreements, licences etc on behalf of the Council and to deal with these documents or bring such items to the attention of the Council.
- To prepare and publish the Council's Annual Report.

- To fulfil the role of Responsible Financial Officer. To make monthly budget reports to the Council. Monitor and balance all the Council's accounts. To assist with preparation of the Council's budget and precept request, and ensure statutory requirements are met. To prepare records for internal and external audit purposes and complete VAT returns.
- 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.
- To ensure that the Council's obligations for Risk Assessment, Health and Safety at Work and the principles of equal opportunities as embodied within legislation and the Council's policies and practices are properly met, and to be responsible for the management and administration of the Council's properties and facilities.
- To act as the official representative of the Council at meetings of other relevant organisations as required.
- To make appropriate arrangements for civic functions and occasions.
- To update the Council website and prepare, in consultation with the Publications Committee, press releases about the activities of, or decisions of, the Council. To take appropriate public relations action to enhance and promote the profile of the Council.
- To liaise with other relevant District and County Councils, other public authorities, statutory and voluntary groups, to ensure the Council plays a full and effective role in issues affecting the Town.
- To understand planning and development issues as they affect the area.
- To ensure all Council elections are arranged and held in accordance with proper procedures.
- To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
- To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council, and to continue to acquire the necessary up to date professional knowledge required for the efficient management of the affairs of the Council.
- To undertake such other duties commensurate with the level of the post and job purpose as reasonably required by the Council.