



JOB DESCRIPTION

ASSISTANT TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER (RFO)

JOB TITLE:	Assistant Town Clerk and RFO
HOURS:	37 hours per week
GRADE:	LC3 (SCP 33-36)
<u>MAIN PURPOSES OF JOB:</u>	
CARRYING OUT THE INSTRUCTIONS OF THE COUNCIL	To assist the Town Clerk in ensuring that the instructions of the Council in connection with its functions as a local government authority are carried out effectively.
ASSISTING THE COUNCIL IN EFFECTIVE DECISION MAKING AND POLICY FORMULATION	Responsibility to assist the Town Clerk in advising the Council on, and assisting in the formation of, overall policies to be followed in respect of the Council's activities. To produce the financial information required by the Council for making effective decisions and to implement all decisions.
EFFECTIVE MANAGEMENT OF COUNCIL RESOURCES	To be accountable to the Council and the Town Clerk for the effective management of all its resources and accurate and timely reporting when required. Responsibility for all financial records of the Council and the careful administration of its finances.
SUPPORTING STRATEGIC PROJECTS AND CORPORATE MANAGEMENT	To provide efficient and effective support to Strategic Projects, Corporate Management functions of the Council and the Town Clerk.
<u>KEY TASKS:</u>	
	<ol style="list-style-type: none"> 1. To assist the Town Clerk in ensuring that statutory and other provisions governing or affecting the running of the Council are observed. 2. To carry out, as directed by the Town Clerk, all the statutory functions, ensuring the implementation of, and compliance with the Council's financial regulations and the productions of financial management information as required by the Council 3. To prepare, in consultation with the Town Clerk, agendas for Environment Sub-Committee and Full Council meetings (including financial matters). To attend such meetings and prepare minutes for approval; other than where such duties have been delegated to another Officer. To carry out actions as directed by Council in a timely and accurate manner. 4. To receive and report on invoices for goods and services to be paid for by the Council and ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.

5. To undertake, in consultation with the Town Clerk, all necessary activities in connection with the management and payment of salaries (including pensions), conditions of employment and work of staff.
6. To implement policies of the Council as directed by the Town Clerk and to ensure they are achieving the desired result and where appropriate suggest modifications.
7. To attend training courses or seminars on the work and role of the Clerk as required by the Council and to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
8. To be responsible for advising the Council on the adequacy of, and changes to, its Financial Regulations, including all internal controls and procedures to manage financial risk.
9. To ensure that there are procedures in place to record all financial transactions, income and expenditure together with assets and liabilities and be responsible for producing the Council's year-end accounts and Annual Return as required by law.
10. As directed by the Clerk, ensure that the independent internal auditors report is submitted to the Council or Committee upon receipt and make any recommended changes to procedures and Financial Regulations, as necessary.
11. To monitor and reconcile the Council's bank accounts in accordance with the Council's Financial Regulations.
12. To monitor the Council's cash flow and advise the Council or Committee(s) as to the adequacy of its reserves having regard to the Council's risk assessments.
13. To monitor and explain any variance between budgeted items and actual cost.
14. To obtain quotes and estimates for goods and services as directed by the Council.
15. To ensure that all VAT (Value Added Tax) returns and other HMRC deductions are submitted correctly and on time.
16. To carry out other specific tasks and/or duties as directed by the Council or the Town Clerk from time to time.

REPORTING TO...	Town Clerk
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