



**BERKHAMSTED TOWN COUNCIL**  
**JOB DESCRIPTION – TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER**

**Permanent position subject to 6-month probation period**  
**Full-time (37 hours pw) including some evening work and occasional civic events**  
**Salary scale LC3 (33 – 36) £37,568 - £40,578**  
**Membership of Local Government Pension Scheme**  
**Reports to Full Council through the Support Services Group**  
**Manages the staff team at Berkhamsted Town Council**  
**Closing date for applications: Friday 15 July 2022 at 12 noon**  
**Interviews: Week beginning 25 July 2022**

**Overall Job Purpose**

The Town Clerk and RFO is the Council's chief executive officer. The post holder leads and manages Town Council staff and operations to ensure that an efficient, effective and valued service is provided to the people of Berkhamsted. The Town Clerk is supported in their role by the Deputy Town Clerk, the Finance & Allotment Officer, Project Officer and the Town Warden, working closely with councillors.

The Town Clerk is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions required by law of the proper officer and to issue all statutory notifications. The Clerk is responsible for ensuring that the instructions of the Town Council in connection with its functions as a local council are carried out. The Town Clerk advises the Town Council on, and assists with the formation of, policies to be followed in respect of the council's activities and in particular to produce information required to assist the Council in its decision making and to implement constructively those decisions. The person appointed will be accountable to the Council for the effective management of its resources. At Berkhamsted Town Council the Town Clerk is also the Responsible Financial Officer and has overall responsibility for all accounting records and transactions, financial management and the correct application of financial or audit regulations applicable to the sector.

**Key Duties and Responsibilities**

*To lead your team to ensure that the Council's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations*

**A. As Town Clerk & Proper Officer**

1. To ensure that the Council complies with all its statutory obligations and applicable regulations, policies and procedures.
2. To ensure that the Council's Standing Orders and Financial Regulations are up to date and are correctly observed and implemented.
3. To be the Council's principal adviser on all policy matters including Health & Safety.
4. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements. To proactively make recommendations.
5. To be responsible for the running of the Council's committee structure which includes preparing and publishing agenda for meetings of the Council and Committees in accordance with all statutory requirements. To attend meetings of the Council, committees and working groups and prepare minutes for approval, other than where such duties have been delegated

to another Officer. To ensure that the instructions of the Council/committees are followed through and implemented.

6. To study reports and other data on activities of the Council and on matters bearing on those activities and where appropriate, to discuss such matters with consultants and specialists in particular fields and to produce reports for circulation and discussion by the Council.
7. To provide management and team leadership to all other members of staff in keeping with the policies of the Council, employment law and good practice. To motivate and encourage staff and ensure they perform to expected standards, offering advice and support as necessary. To deal with staff remuneration.
8. To arrange and/or undertake recruitment and selection, staff annual performance reviews and deal with any redundancy, disciplinary, capability or grievance issues in accordance with the Council's policies and procedures.
9. To apply the principles of equality and equal opportunities as embodied in the Council's policies and practices in accordance with prevailing legislation.
10. To be responsible for the management, maintenance and use of all the Council's properties and facilities, particularly its four allotment sites, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
11. To maintain effective and positive press and public relations and prepare press releases or social media posts about the activities and decisions of the Council.
12. To have a thorough understanding of planning and development issues as they affect the Council area, in particular the Local Development Plan and associated policies and the National Planning Policy Framework. To advise Councillors accordingly.
13. To attend training courses or seminars as necessary.
14. To obtain the Certificate in Local Council Administration (if not already gained) within two years.

#### **B. As Responsible Financial Officer**

As the Council's RFO to be responsible for all financial procedures, budgets and records, and the careful administration of its finances, in compliance with all statutory obligations or other laws, provisions and notices governing or affecting the running of the Council. Please note that the Finance & Allotment Officer has delegated responsibility for or assists in many of the tasks involved.

#### **C. General Duties**

1. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and to attend training courses, conferences or seminars on the work and role of the Clerk & Responsible Financial Officer and the Council's activities as required by the Council.
2. To work with other members of the team to ensure efficient running of the Town Council office by dealing with visitors, phone calls, postal, e-mail and any other enquiries.
3. To ensure that duties delegated to other staff members within their job description are undertaken proficiently.
4. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.