



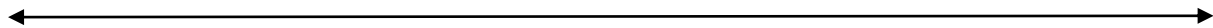
BINGHAM TOWN COUNCIL

BINGHAM TOWN COUNCIL

Job Description

Deputy Town Clerk

Job Grade:	SCP Range: 24 – 28, LC2 Substantive
Contracted Hours:	28 - 32 hours per week – incl. meetings
Contracted Days:	Monday to Friday inclusive
Responsible To:	Town Clerk & Responsible Financial Officer
Based At:	The Old Court House, Church Street, Bingham
Car User:	Casual User Only
Job Description Date:	November 2021
Politically Restricted Post	Yes – Due to seniority and role
Enhanced CRB Check	No



Main Purpose of Role:

To work with and support the Town Clerk & Responsible Financial Officer (RFO) in ensuring that the Council achieves its stated aims and objectives.

Overall Responsibilities:

The Deputy Town Clerk is a key role, acting as a conduit between the strategic and corporate ambitions of the Council and the daily operations of the Council. Reporting to the Town Clerk & RFO, the Deputy Town Clerk will assist in overseeing all aspects of the Council's finances and payroll arrangements, ensuring they are managed and monitored constantly for accuracy, efficiency and clarity and in accordance with all legal requirements.

The post will assist in regularly appraising and keep up to date all necessary personnel, but in particular the RFO and the Chair of the Council on all aspects of the Council's financial position and management.

In addition is the management responsibility of certain services and functions.

The Deputy Clerk will be expected to work with the Clerk and advise the Council on, and assist in the formation of, overall policies and strategies 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.

Specific Responsibilities:

1. Implement all decisions of the Council in a timely, efficient, and structured manner relevant to the post.
2. To support the Town Clerk & RFO in ensuring that legal, statutory, and other provisions governing or affecting the running of the Council are observed.
3. To deputise for the Town Clerk & RFO in their absence as required.
4. To ensure that the Council always has regularly reviewed Risk Assessments in relation to all service areas responsible for and to ensure adherence to the Council's Risk Management Plan and adopted Health & Safety policies.
5. To prepare in consultation with appropriate Councillors, agendas for meetings of the Council committees; to attend such meetings and prepare minutes for approval and publication for those committees to which the role reports.
6. To prepare in consultation with appropriate Councillors, agendas for Working Groups of the Council; to attend such meetings and contribute as agreed and required and prepare notes for approval and distribution for those working groups to which the role reports.
7. Oversee and manage the office accommodation areas, especially in relation to public access areas.
8. To maintain an awareness of best practice within the sector.
9. To lead on the design, arrangements, and management of the Council's events programme, including Civic events.
10. To undertake research as requested by the Town Clerk & RFO.
11. To have an overview or lead, as appropriate, on the monitoring, management and preparation of Council contracts for which the post is responsible.
12. To have an overview or lead, as appropriate, on the monitoring, management and preparation of tender documents relating to project work for which the post is responsible.
13. To monitor and implement and ensure adherence to the adopted policies of the Council, including the suite of Standing Orders.
14. To support and assist the Town Clerk & RFO and contribute toward the preparation of the Council's Strategic Plan and implementation of any Corporate and/or Strategic Plans adopted by BTC.
15. To act as a representative of the Council as required.
16. To attend training courses on the work and role of the Deputy Clerk as required by the Council.
17. To attend the Conferences of the Association of Local Councils, Society of Local Council Clerks and other relevant bodies as a representative of the Council as required.
18. Where appropriate, to supervise any Council driven work carried out in the Town area, including project work.
19. To manage, monitor and update in a timely manner the Council's social media presence and website.
20. To contribute toward ensuring that the Council operates in a business-like manner, identifying new business opportunities, both financial and other, that would enhance the Council's efficiency and effectiveness.

Personnel Management:

1. Be responsible for the management, supervision, and control of any staff reports in keeping with the adopted policies of the Council.
2. To ensure the effective delegation and allocation of responsibilities and activities to any staff reports
3. To review the performance of staff reports at regular intervals, ensuring appropriate training and updating of skills to match the responsibilities and duties in light of annual appraisals
4. To ensure principles of equality and diversity are embraced.

Finance:

1. To assist the RFO in the management and monitoring of any staff reports responsible for any elements of the financial management processes of the Council to ensure all financial arrangements and requirements of the Council are up to date and under control.
2. To assist in the effective management of the Council's financial management software.
3. To ensure that legal, statutory and other provisions governing or affecting the financial running of the Council are observed.
4. To assist the RFO in the Monitoring and balancing of the Council's accounts, preparing records for internal and external audit purposes.
5. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are settled in a timely manner.
6. To issue invoices on behalf of the Council for goods and services to ensure payment is received without undue delays.
7. To assist the RFO in the preparation of end of year documentation and financial statements in line with government / professional guidance.
8. To ensure all monies received by the Council is banked regularly, as soon as possible after receipt.
9. To manage cash flow and control investments and bank transfers where necessary.
10. To be responsible for the preparation and submission of VAT returns as and if required.
11. To complete monthly bank reconciliations for presentation to the Council.
12. Prepare and manage the Council's grant arrangements, organising and monitoring the applications from outside organisations for Council consideration.
13. To monitor compliance with the Council's adopted Financial Regulations and to ensure correct financial management systems are in place at all times.
14. To assist the RFO in liaising with, working alongside and preparing any documents or processes as required or requested by the Internal or External Auditor.
15. To run the monthly payroll, complete all PAYE and NI requirements on line and issue P60's, undertake and ensure all required payments are made to the Pension Authority as required.
16. Ensure any Council grant arrangements are suitably managed, organising and monitoring the applications from outside organisations for Council consideration.
17. To monitor compliance with the Council's adopted Financial Regulations and to ensure correct financial management systems are always in place.
18. If applicable, to ensure suitable arrangements are in place to manage BTC's s106 and CIL income.
19. To ensure that the Council's obligations to insure are properly met, including advising the Council on all self-insuring options.

Civic and Community:

1. To establish and maintain good working relationships with Councillors, employees, voluntary groups, churches, community organisations, local authorities and other relevant agencies with whom contact may be made.
2. In the absence of the Town Clerk & RFO, to act as a representative of the Council, at meetings with key stakeholders and positively promote the Council within the local community to ensure its continued presence in local affairs.
3. In the absence of the Town Clerk & RFO, to assist with or entertain VIPs, visitors and guests to the Council in support of the Councillors.
4. To attend meetings of outside organisations as required.
5. To ensure all arrangements are in place to enable the Mayor to fulfil their obligations befitting the prominent role within the Town.
6. To be the lead organiser/liaison for the Civic Events and Town Fairs.

General Duties:

1. To deal with visitors to the Council office if required.
2. To ensure that the Council offices project and always portray a professional image.
3. Working alongside the Town Clerk & RFO, to ensure that the Council always complies with all aspects of Data Protection and the GDPR legislation requirements.

Personal Duties:

1. To have due regard for your own health and safety and that of any colleagues who may be employed and the general public and to bring to the attention of the Council without delay any matters which may be prejudicial to health and safety best practices and policies.
2. To treat all colleagues, Councillors, partners and members of the public with respect and equality

Carry out other such duties as the Town Council may reasonably require from time to time that reasonably corresponds to the general character of the post and are commensurate with the level of responsibility.