

## **JOB DESCRIPTION**

<b>Title:</b>	Part-Time Town Clerk and Responsible Finance Officer (RFO)
<b>Located:</b>	Broadstone, Dorset
<b>Reporting to:</b>	Broadstone Town Council
<b>Salary:</b>	LC3 (SP 37-41) - £48,226 - £52,413 (Pro Rata)
<b>Hours:</b>	Part-time (up to 18½ hours per week)

### **Job Purpose**

The Town Clerk and Responsible Finance Officer (referred to as “Town Clerk”) is the Council's senior officer, principal advisor and Proper Officer, responsible for providing strategic leadership, ensuring legal compliance, and delivering effective governance and financial management in support of council objectives and community needs.

The Town Clerk is responsible for ensuring the implementation of all instructions of the Council in connection with its function as a Local Authority and is expected 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 provide the information required for making effective decisions. The Town Clerk will implement and subsequently monitor the effectiveness of all the Council's decisions and policies.

The Town Clerk will play a pivotal role in shaping and delivering the Council's long-term vision and corporate aspirations, ensuring all activities are aligned with the best interests of the community and the Council's strategic direction.

### **Key Responsibilities and Duties**

#### **Leadership Management**

- Ensure effective delivery of council services.
- Prioritise tasks and manage own workload efficiently.
- Maintain high standards of service for residents, businesses, and visitors.
- Monitor performance and seek professional development opportunities.

#### **Policy Advisor**

- Advise the Council on policy and procedure development and adoption.
- Ensure compliance with legal and regulatory requirements.
- Support governance and performance management.

## **Meetings and Civic Events**

- Attend evening Council and Committee meetings, and occasional weekend civic functions.
- Arrange time off in lieu of additional hours as agreed with Councillors.
- Ensure timely preparation of agendas, draft minutes, and reports for all meetings.
- Attend all required meetings.

## **Asset Management**

- Maintain an up-to-date register of assets.
- Conduct periodic reviews and advise on medium- to long-term actions.
- Ensure assets are adequately insured, with annual reviews and recommendations.

## **Correspondence and Records**

- Receive correspondence and documents on behalf of the Town Council.
- Offer advice and recommend actions as necessary.
- Maintain and secure all Council information and legal records.
- Act as responsible officer under the Freedom of Information Act and GDPR.

## **Legislative Compliance and Advice**

- Stay informed about changes in legislation, statutory regulations, and codes of practice.
- Advise the Council on impacts, consequences, and required actions.
- Ensure compliance with legal and statutory obligations.

## **Financial Management**

- Manage Council finances in accordance with policy.
- Maintain effective financial controls and systems to prevent fraud, misappropriation, or waste.
- Monitor and balance accounts, prepare for audit, manage VAT, and compile financial reports.
- Provide clear financial reporting and risk management advice to Members.
- Support responsible and transparent financial planning.
- Identify and secure external income opportunities (grants, partnerships, sponsorship).

## **Project Management**

- Manage Council projects as required.

- Lead delivery of key Council projects, including initiatives, heritage priorities, environmental enhancements, and community infrastructure improvements.

### **Lease and Tenancy Administration**

- Maintain a library of leases in which the Town Council is a signatory.
- Liaise with tenants and conduct rent reviews as necessary.

### **Budgeting and Financial Planning**

- Provide professional financial advice as Responsible Finance Officer.
- Prepare annual revenue, expenditure, and capital budgets for Council consideration.
- Initiate forward planning, forecasting, and general financial guidance.

### **Legal, Operational, and Management Frameworks**

- Regularly review and update the Council's legal, operational, and management frameworks.
- Ensure lawful, efficient, and cost-effective management (including health and safety, risk assessments, codes of practice, and procedures).

### **Property and Asset Maintenance Planning**

- Identify and plan for maintenance, replacement, and improvements to Council property, vehicles, and equipment.
- Conduct regular inspections to identify maintenance needs and areas requiring attention.

### **Civic Functions Organisation**

- Plan and assist in the organisation of civic functions and formal ceremonies.
- Contribute to the Council's public engagement and representation.

### **Public Relations and Communications**

- Act as the Council's public relations officer.
- Advise Members on public relations matters.
- Maintain the Council's website with current, quality, and relevant information.
- Promote a strong, recognisable identity for the Council.
- Oversee communications and media relations to ensure residents are well-informed and engaged.
- Promote and protect the Council's reputation and public identity.

**External Liaison**

- Build strong relationships with regional and national bodies, statutory agencies, local organisations, emergency services, and funding partners.
- Act as a high-profile ambassador for the Council.

**Confidentiality**

- Maintain confidentiality on matters deemed confidential by the Town Council.

**Additional Duties**

- Undertake any other duties as required, commensurate with the level of the post, supporting the Council's objectives and operations.