

TENBY TOWN COUNCIL
JOB DESCRIPTION AND EMPLOYEE SPECIFICATION

Job Title	CLERK/RESPONSIBLE FINANCIAL OFFICER	Grade	LC2 Points 29-32
Reporting To	Council (The Council will nominate a member to act in the role of immediate line manager)	Hours	37 hours per week (full time equiv)
Direct Reports	Deputy Town Clerk Community Engagement Officer Civic appointees (Sergeant-at-Arms and Mace Carrier) Part-time or occasional staff (eg. town handyman) Volunteers	Working Pattern	To be worked on a flexible basis but with a requirement to attend evenings meetings and occasional weekend working.

Purpose of the Role

The Town Clerk/RFO is the Council's chief officer and principal advisor, responsible for ensuring the effective, efficient and lawful operation of Tenby Town Council. The postholder will manage the day-to-day administration of the Council, lead and support staff, and provide clear, professional advice to elected Members to enable informed decision-making and effective governance.

The Town Clerk will play a central role in shaping and delivering the Council's priorities, ensuring that Council decisions are implemented efficiently and that services represent good value and high standards. The role requires strong leadership, sound judgement and a practical, solutions-focused approach to managing people, resources and processes.

Key Duties and Responsibilities

NOTE: The Clerk/RFO is accountable for ensuring that all of the following duties and responsibilities are fulfilled and will carry them out either personally or supervise other employees who have them included in their job description.

1. Governance and Administration

- a) To act as the Proper Officer of the Council in ensuring that legal, statutory and other provisions governing or affecting the Council are assured.
- b) To prepare, in consultation with designated members, agendas for meetings of the Council and its Committees, to attend such meetings where required, and arrange for minutes to be prepared for approval.
- c) To receive on behalf of the Council, act upon and bring to the attention of Council as required, correspondence and documents.
- d) To execute the decisions of the Council in the manner deemed to be most effective and appropriate.
- e) To support the Town Council in reviewing governance arrangements and policies.
- f) To prepare reports (including the statutory Annual Report), discussion papers or other documents for presentation at meetings of the Council and its Committees.
- g) To establish and maintain effective paper and electronic filing systems to record the business of the Council in a recoverable format.
- h) To maintain an awareness of all existing and emerging legislation and to keep the Council aware of any new obligations to be considered.

2. Strategic Development

- a) To advise the Council on the strategic development of its business and implement the Council's policies and plans and ensure they are reviewed at agreed intervals.
- b) To support the Council in ensuring that its statutory obligations relating to the Well-Being of Future Generations (Wales) Act 2015 and the Section 6 Biodiversity duty contained in the Environment (Wales) Act 2016 are achieved.
- c) To be accountable for, and to oversee the development of any new community facilities and the management of the existing facilities in line with the Council's policies. This specifically refers to the De Valence Pavilion (leased to De Valence CIC), Town Cemetery, Augustus Place Community Centre and the Jubilee Gardens Skate Park.

- d) To develop and sustain new and existing partnership arrangements as necessary to achieve the Council's corporate goals including the delivery of current and future partnership agreements.
- e) To maximise income from partnerships, external funding and sponsorship, including overseeing activities of the Community Engagement Officer.
- f) To develop further opportunities in partnership with the local business community including the promotion of Tenby.
- g) To represent the Council on external bodies as determined by the Council.

3. Financial Governance and Accountability

Under Section 151 of the Local Government Act 1972 **to supervise and cover** the duties and responsibilities of the Responsible Financial Officer as follows (NOTE: some of these activities may be delegated to other employees, however management and oversight remain the duty of the RFO):

- a) To monitor and effectively manage the Council's finances in accordance with its financial regulations and advise the Council on a financial strategy that will meet its finance and policy objectives and ensure that the accounts are maintained in accordance with the requirements of the Accounts and Audit Regulations and the Practitioner's Guide on Governance and Accountability 2019.
- b) To ensure the effective administration of the Council's payroll, including PAYE, NI and pension arrangements and to ensure that expenses (including those claimed by members), petty cash, sickness, annual holiday and TOIL are managed in accordance with Council policies.
- c) To prepare a detailed annual budget and precept assessment for the Council's approval, having ensured that all appropriate Committees have had the opportunity to engage with the process.
- d) To prepare forward looking budget assessments in support of the Council's business planning needs.
- e) To make appropriate banking arrangements.
- f) To maintain the cash book and ensure that all supporting documentation is maintained to provide the required audit trail.
- g) To ensure that all payments made to the Council are properly recorded and that income is banked on a regular basis.
- h) To manage the Council's bank accounts to achieve an effective cash flow and to manage any Council investments in accordance with the approved Investment Strategy.
- i) To ensure that the accountancy system is effectively administered and that finances are administered within the approved budget.
- j) To administer the operation of the purchase ledger and payments system, sales ledger and cashbook and ensure that bank reconciliations are completed monthly, and any VAT returns are completed and submitted to HMRC in compliance with established deadlines.

- k) To ensure that appropriate arrangements are in place for internal audit and that an engagement letter has been issued to the appointed individual/company.
- l) To liaise with the Internal Auditor and External Auditor in relation to the financial affairs of the Council.
- m) To ensure that schedules for payment are presented to the Council or a designated Committee for approval.
- n) To provide accurate financial information, reports, advice, monitoring information and forecasts to assist the Council in making effective decisions.
- o) To administer the Council's loans, leasing and such other capital financing arrangements as may be required.
- p) To ensure that the Council's obligations to insure are properly met.
- q) As the Council's role develops, to continually appraise financial arrangements and to seek to develop a system whereby financial information can be built into quality performance measures.

4. Information Management and Information Technology

- a) To ensure that the Council has appropriate policies in place to satisfy the requirements of the Data Protection Act 2018 and the Freedom of Information Act 2000 and associated requirements of the Information Commissioner.
- b) To ensure that all files and records are maintained in an effective manner and that the Council's policy on retention of documents is fully complied with.
- c) To ensure that effective and efficient arrangements are in place to deal with the security of information and data and that a business recovery plan is in place.
- d) To undertake the lead role in developing and reviewing the Council's IT strategy ensuring that equipment is fit for purpose and that a rolling programme of replacement is in place.

5. Communications

- a) To be the brand ambassador for Tenby Town Council, the first point of contact for the public and external stakeholders, able to signpost individuals and groups to relevant services and organisations.
- b) To arrange for the preparation of press releases, newsletters and other publicity documentation.
- c) To take overall responsibility for the maintenance of the Town Council's website and social media presence.
- d) To create marketing campaigns as required by the Council involving new innovative ways of communicating key messages to stakeholders.
- e) To assist the Council in preparing an annual communications and marketing plan and to oversee its delivery.
- f) To manage the annual programme of community events.
- g) Where appropriate, to meet with members of the public and organisations to discuss community issues, answer questions and respond to complaints.

- h) To oversee the implementation of all events (including civic events and community engagement initiatives) approved by the Council ensuring that they are delivered within budget and within the agreed timescales.
- i) To attend civic events in an official capacity and to act as a representative of the Council at external events and meetings as required.
- j) To manage any contracts relating to Christmas lighting, including liaison with contractors and volunteers engaged with the arrangements.

6. Health and Safety

- a) To ensure that the Council's statutory obligations for the effective management of health and safety are met and that the health and safety policy and supporting processes and procedures are reviewed at appropriate intervals.
- b) To ensure that risk assessments are prepared and reviewed in relation to all services, premises and events.
- c) To take care of your own health and safety and ensure through training and guidance that any employees are aware of their responsibilities in relation to the roles they perform.

7. Project Management

- a) To research projects for consideration by the Council, including feasibility, funding, and future management and resourcing and once approved to manage projects ensuring adhesion to project plans, budgets and deliverables.
- b) To support the Council in meeting its duties under the Well-Being of Future Generations Act and the Environment (Wales) Act (Bio-Diversity duty).

8. Equality and Diversity

- a) To support the Council in ensuring that the provisions of the Equality Act 2010 are reflected in all aspects of its work, including employee awareness.
- b) To work with the Council to ensure that the requirements of the Welsh Language (Wales) Measure 2011 and any standards or compliance notices issued by the Welsh Language Commissioner are reflected in all aspects of service delivery.

9. People Management

- a) To lead and manage the employees of the Council and nurture and develop the skills and effectiveness of each member of the team.
- b) To lead and co-ordinate the effective management of employees to ensure the efficient delivery of the Council's business and to always ensure compliance with statutory obligations.
- c) To provide suitable training opportunities for all employees in accordance with an annual training plan to be prepared for the approval of the Council.

10. Personal Development

- a) To achieve, within a period determined in consultation with the Council, the Certificate in Local Council Administration qualification (This will be funded by the Council).
- b) To develop professionally by keeping up to date your knowledge, skills and networks to ensure the efficient management of the Council's affairs.
- c) To become a member of the Society of Local Council Clerks (Annual fee to be funded by the Council).

11. Other

- a) To undertake other duties from time to time which are commensurate with the level and grading of the post.