



KIRKHAM TOWN COUNCIL

The Community
Centre
Mill Street
Kirkham
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Job Description

Post Title	Town Clerk
Hours of work	20 Hours
Contract Period	Permanent (After successful probation)
Responsible to	Kirkham Town Council's Staffing Committee
Responsible for	Finance & accounts, staffing, admin, policies and governance

Job Purpose

To advise the Town Council on, and assist in the formation of, overall policies to be followed with respect to the Council's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions

To advise the Town Council (both in response to inquiries and proactively) on its governance arrangements with a view to promoting open and accountable decision-making that complies with applicable legal requirements

Responsibilities and Duties

- To ensure that all the statutory and other provisions governing and affecting the operation of the Town Council are observed
- To attend all meetings of the Town Council and its associated committees and Working Groups as instructed by the Town Council
- To compile and publish agendas and minutes for all meetings of the Town Council
- As the Council's Responsible Financial Officer to be responsible for the preparation of budgets, the balancing and conciliation of the Council's accounts and the preparation of records for audit purposes and VAT, the receiving and reporting on invoices for goods and services and ensuring that such accounts are settled, including issuing invoices on behalf of the Town Council and ensuring payment is received and managing the Council's corresponding bank accounts.
- To receive correspondence, documentation and telephone calls on behalf of the Town Council including planning consultations, utilising a filing system, and to bring matters to the attention of the Council and respond to correspondence based on the instructions of the Town Council
- To prepare, in consultation with members of the Town Council, press releases and social media updates regarding the work of the Town Council, and to keep the Council's website up to date

- To manage the council's data protection requirements
- Ensure all forms and paperwork are kept up to date in accordance with policies and procedures
- To be responsible for the overall supervision and management of all of the Town Council's employees ensuring that council policies are adhered to and undertaking all the necessary activities in relation to the management of salaries, conditions of service and ensuring that appraisals are conducted annually and that contracts and job descriptions are updated after reporting any proposed changes to the Town Council
- To organise mayoral and civic events as and when required on the instruction of the Town Council
- To be a designated key holder for the Town Council's assets
- To maintain political neutrality in fulfilling the role of Town Clerk

Prepared By: Kirkham Town Council

Date: November 2020

Person Specification

POST TITLE: Kirkham Town Council Town Clerk

COMPETENCIES (All competencies listed are <u>essential</u> to the post)	METHOD OF ASSESSMENT
CUSTOMER FOCUS <ul style="list-style-type: none"> • Treats employees as customers • Puts the customer first and values the customer in everything they do • Is professional, polite and friendly at all times • Appreciates the customer is the only reason there is a job • Challenges whether the existing ways of doing things meet customer need 	Application form / interview
WORKING TOGETHER <ul style="list-style-type: none"> • Promotes effective working across the council and with partner organisations • Accepts and provides constructive challenge • Is an effective team player • Demonstrates the ability to learn from others • Focuses on solutions rather than problems • Works with others to deliver great performance 	Application form / interview
EFFECTIVE COMMUNICATION <ul style="list-style-type: none"> • Clearly explains the reasons for decisions made • Open, honest and transparent in all communications • Champions success at every opportunity • Demonstrates the ability to listen and understand • Never 'bad mouths' the organisation • Contributes to feedback and engagement at work 	Application form / interview
PRIDE & INTEGRITY <ul style="list-style-type: none"> • Demonstrates enthusiasm and personal commitment • Takes pride in working for Kirkham Town Council • Enjoys the work they do • Always has respect for others • Appreciates and values the opinion, interests and views of others • Always represents Kirkham in a positive manner 	Application form / interview
STRONG LEADERSHIP MANAGEMENT <ul style="list-style-type: none"> • Is always accessible and approachable • Leads by example and always displays a positive attitude • Motivates, encourages and supports others to achieve their best • Has a strong focus on doing what is best for the organisation • Manages change as part of the 'day job' • Makes creative suggestions about how to do things better 	NA

QUALIFICATIONS	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT
Educated to a good standard	E	AF / Certificates

SKILLS / KNOWLEDGE / EXPERIENCE	ESSENTIAL/DESIRABLE	METHOD OF ASSESSMENT
Previous Town Clerk experience not essential, but preferred	D	All the required Skills / Knowledge / Experience will be assessed through Application Form / Interview
Computer literate in all aspects of IT, including. emails and office packages	E	
Experience in customer service facing role/roles, and dealing with members of the public	E	
Experience of sage 50, sage 50 reporting and general accountancy is a necessity	E	
A confident and assertive communicator with a polite and professional manner	E	
Able to carry out safety checks	E	
First aid and fire safety trained	D	