



## JOB DESCRIPTION

<b>POST</b>	TOWN CLERK & RFO	<b>SALARY</b>	£42,708 - 44,711
<b>REPORTING</b>	TOWN CLERK	<b>WEEKLY HOURS</b>	37 HOURS
<b>EMPLOYER</b>	VENTNOR TOWN COUNCIL	<b>ANNUAL LEAVE</b>	32 DAYS
<b>PURPOSE</b>	TO FULFIL THE RESPONSIBILITIES OF PROPER OFFICER & RESPONSIBLE FINANCE OFFICER		

### KEY TASKS

- 1) To ensure compliance with legal, statutory and other provisions governing or affecting the running of the Council.
- 2) Support the Council in defining its vision and in establishing specific objectives, plans and timelines for projects, functions and services which benefit the community.
- 3) To ensure the effective implementation of Council's lawful decisions, policies and projects.
- 4) To be responsible for the day-to-day management of all the Council's land, buildings and property.
- 5) To be accountable to the Council for the effective leadership and management of its staff team, operations, assets, finances and other resources.
- 6) To be the Council's Lead Officer for current and future projects and preparing the Council's forward planning strategy.
- 7) To be responsible for the Council's website and coordination of the Council's communications, maximising engagement with all sectors of the community; using social media and print media.
- 8) To represent the Council at meetings with the Isle of Wight Council and other official bodies accompanied by Members as appropriate.
- 9) To prepare, in consultation with appropriate Members and staff, agendas and minutes for meetings of the Council, its Committee, sub Committees, and Working Parties.
- 10) To support the Council's relationships with and support for the town's voluntary groups and organisations.
- 11) To respond to public enquiries, correspondence and emails in accordance with the Council's agreed policies.
- 12) To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- 13) To act as the Responsible Finance Officer, for the management of budgets, assets, and resources in terms of all operational matters.
- 14) To effectively manage the Council's business planning process, including those associated with service planning reviews, workforce planning and budget preparation.
- 15) To prepare financial reports for the Council to show financial activity against budget with financial statements reconciled to the Council's bank accounts.
- 16) To manage cash flow and control investments and bank transfers.

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| <b>17)</b> | To ensure good procurement practice in compliance with current legal requirements. |
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| <b>18)</b> | To ensure that all money received by the council is regularly banked, all money due to the council is invoiced and paid promptly and that quarterly VAT returns are completed on time. |
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| <b>19)</b> | To oversee and sign off payroll matters. |
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**RELATED TASKS**

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| <b>20)</b> | To embed equality of opportunity in all services and facilities for staff, projects and the community. |
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| <b>21)</b> | To carry out any other duties commensurate with the post. |
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