



Wigton Town Council



Application Pack
Town Clerk / RFO

Wigton Town Council

Town Clerk/Responsible Financial Officer

(LC3 SCP 33-41 dependent upon experience and qualifications)

This is an exciting opportunity to become part of an established Town Council, with growing responsibilities, in the attractive market town of Wigton. The Council seeks a skilled and resilient manager to lead the council into the future.

We are looking to recruit a Town Clerk/RFO who can bring drive, vision, commitment and strong leadership and build a positive working relationship with Councillors, staff and partner organisations across the public, private and voluntary sectors.

You will be a Clerk or Deputy Clerk to a Parish or Town Council with knowledge and experience.

The successful applicant must be prepared to respond to the opportunities and challenges that face the Town Council and be prepared to undertake further training to achieve Quality Parish Status and manage delegated functions.

Please ensure that your application addresses how you meet the requirements of the job description and the person specification.

Hours of Work - 37 hours per week / permanent

Wigton is a growing Georgian market town with an active community scene, and good schools, which sits at the north western corner of Lake District, providing a rich quality of life for the successful candidate.

Closing Date for completed applications is Friday 22nd July 2022 and interviews will be held during w/c 1st August 2022

Wigton Town Council is an equal opportunities employer

The post would be subject to a 6 month probationary period

Town Clerk Job Description

Job Title: Town Clerk and Responsible Financial Officer

Reports to: Wigton Town Council

Salary: SCP 33-41 £37,658 to £45,648

Hours of Work: 37 hours per week, to include evening and very occasional weekend working

Overall Responsibilities

To give strategic support and take operational management responsibility for all the work of Wigton Town Council.

The role includes being responsible for the council's budget, managing the council's workforce, attend meeting of the council and advising Councillors and ensuring that the council acts legally at all times.

Candidates should be skilled in the use of IT, have an understanding of local council accounts and audit requirements and have excellent communication skills.

The Town Clerk is the Proper Officer of the council and as such is under statutory duty to carry out all the functions, and to serve or issue notifications required by law of a Proper Officer. The Town Clerk is expected to advise the Town Council on, and assist in the formation of, town council policies in respect of the activities and in particular produce all the information required making effective decisions and implement them. The Town Clerk will be the Responsible Financial Officer and have overall responsibility for all the financial records and the careful administration of its finances.

Specific Responsibilities

To act as the Proper Officer for the Council and the Responsible Financial Officer.

Be responsible for staffing and act as Line Manager for seven WTC employees (Deputy Clerk, WBJC Clerk, Grounds Supervisor, 3 Grounds staff and 1 Apprentice

Ensure that statutory and other provisions governing or affecting the running of the Town Council are observed.

Monitor and balance the Town Council's accounts and prepare records for audit and VAT purposes.

Work with the Chair to maintain the democratic process ensuring agendas are properly prepared and appropriate reports given.

Ensure Council decisions are properly minuted and that decisions are implemented as appropriate.

Build and maintain a network of contacts and partners to facilitate the influence and effective working of the council.

Support the Council in creating and maintaining a strategic vision for the town.

Ensure the Council's obligations for Health and Safety are met.

Undertake HR related functions as delegated, including the management of salaries, conditions of employment, disciplinary and grievance procedures and the recruitment of staff.

To undertake training as agreed with the Town Council including the status of Qualified Clerk.

Undertake any other such duties as from time to time may be appropriate.

The above information does not include or define all of the tasks which the post holder may be required to carry out.

Person Specification

Town Clerk and Responsible Finance Officer

Key Criteria	Essential	Desirable
Qualifications and Training	Proven commitment to continuing professional development	<p>Qualified Clerk status (Cilca)</p> <p>Degree level and/or professional management qualification</p>
Knowledge, abilities, skills and experience	<p>Management experience, including management of staff and HR</p> <p>Financial management skills, experience of budget setting</p> <p>Ability to write clear and accurate reports and to take clear and accurate minutes of meetings</p> <p>Good verbal communicator and able to work with a wide variety of people effectively</p> <p>Knowledge of current local council policies, procedures, planning legislation and financial regulations</p>	<p>Experience of working within local democratic processes</p> <p>Experience in successful partnership working</p> <p>Experience of PR and handling media enquiries and writing press releases</p> <p>Understanding of the strategic planning framework</p>

	<p>Competent in using IT systems</p> <p>Understanding of Health & Safety requirements</p>	
Leadership Skills	<p>Well organised</p> <p>Excellent communication and customer service skills</p> <p>Confidence to deal with challenging situations</p> <p>Ability to operate with complete impartiality in a political environment</p> <p>Ability to manage change</p>	<p>Good negotiating and influencing skills</p> <p>Good networking skills</p> <p>Tact and diplomacy</p>
Other work requirements	<p>Able to work flexibly in order to attend meetings and events</p>	