

# WILTON TOWN COUNCIL

## *Ancient Capital of Wessex*

Mrs A. C. Purves FSLCC  
Town Clerk  
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Mayor: Cllr Peter Edge  
Deputy Mayor: Cllr Ivan Seviour



Council Offices  
Kingsbury Square  
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Salisbury  
Wilts SP2 0BA  
[www.wiltontowncouncil.gov.uk](http://www.wiltontowncouncil.gov.uk)

## **JOB DESCRIPTION - TOWN CLERK & RESPONSIBLE FINANCIAL OFFICER**

### **Overall Responsibilities**

The Town Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk 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 in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

### **Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.

3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and check minutes produced by the minute secretary for accuracy and approval and take such minutes as required.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees.
6. To receive and deal with correspondence and documents on behalf of the Council and or bring such items to the attention of the Council.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
8. 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.
9. To draw up, both on their own initiative or as suggested by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To supervise any other members of staff as their line manager in keeping with the policies of the Council. To administer all necessary activities in connection with the issues of salaries, conditions of employment and work of other staff.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.

13. To issue notices and prepare agendas and minutes for Town Meetings including the Annual Town Meeting: to attend the assembly of the Town Meeting and to implement the decisions made at the assemblies as agreed by the Council.
14. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. If not already qualified, to achieve of the status of CiLCA as a minimum requirement for effectiveness in the position of Clerk to the Council.
17. To continue to acquire the necessary professional knowledge and training required for the efficient management of the affairs of the Council. Membership of your professional body The Society of Local Council Clerks will be covered by the Council.
18. To attend the Conferences of the Society of Local Council Clerks, and other relevant professional bodies, as a representative of the Council as required and agreed by the Council.