



**DULVERTON**  
GATEWAY TO EXMOOR

[www.dulvertontowncouncil.co.uk](http://www.dulvertontowncouncil.co.uk)

The Clerk  
Dulverton Town Council  
The Council Office  
2A Lady Street, Dulverton  
Somerset TA22 9BZ

clerk@dulvertontowncouncil.co.uk  
01398 324561

Dulverton, a small but busy Town, seeks an organised, independent and adaptable individual to work on behalf of the Town Council in the role of

## **TOWN CLERK & RESPONSIBLE FINANCE OFFICER**

**SALARY:** LCR SCP24 - £17.16 pro-rata and dependant on experience and qualifications.

The Town Council is offering a part-time position of 12 hours per week.

We are looking for someone with good communication skills who is able to provide efficient administration of council business and manage projects where required.

For further information and application form please contact:  
The Chairman, Councillor Mrs Christine Dubery  
Town Council Office, P.O. Box 8, Dulverton, TA22 9YD

Or download from our website  
[www.dulvertontowncouncil.co.uk](http://www.dulvertontowncouncil.co.uk)

Closing date for applications: 31<sup>st</sup> May 2024

# *DULVERTON TOWN COUNCIL*

## **TOWN CLERK & RESPONSIBLE FINANCE OFFICER**

### **JOB DESCRIPTION** □

**HOURS OF WORK:** 12 hours per week including a minimum of one evening meeting per month.

**SALARY:** LCR SCP24 (£17.16) pro-rata and dependant on experience and qualifications.

**Purpose:** Manage all statutory requirements for Dulverton Town Council. Advise, assist and implement formation of policies. Act as Responsible Financial Officer for the Council.

#### **Main Duties:**

**Administration:** Overall responsibility for maintaining office systems. That Council's obligations for Risk Assessment, Compliance against liability and litigation comply with Data Protection and Freedom of Information Act. Equipment, property and land are maintained to a high standard.

**Correspondence:** To receive correspondence and documents, action them and bring necessary items to the attention of the Council. To issue correspondence, press releases etc. about the activities and decisions made by Council.

**Secretarial:** Plan, consider and prepare agendas including reports for circulation and discussion for all meetings. Attend meetings as necessary; prepare minutes for approval and action any decisions made. Monitor implemented policies of the Council to ensure compliance and if necessary suggest modifications and or the implications of such policies. Manage tendering procedures and their compliance with Standing Orders and Financial Regulations.

**Communication:** Build effective relationships with the public and other authorities, respond appropriately to their enquiries. Support councillors in their duties and be their representative if required. Promote the town council through its website and ensure information is regularly and accurately updated.

**Financial Management:** Financial control as Responsible Finance Officer (RFO). Checking monthly reconciliations. Preparation regarding the payment of salaries. Liaise with external and internal auditors.

**Line Management:** Supervision of staff both employed and self-employed. Issue conditions of employment and performance. Conduct annual appraisals more frequently if required, in conjunction with the Councils HR Committee. Monitor work sheets

## Specific Responsibilities

- 1.** To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- 2.** To ensure that the Council's obligations for Risk Assessment are properly met.
- 3.** To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer.
- 4.** To attend all meetings of the Council and all meetings of its committees and sub-committees. Other than where such duties have been delegated to another Officer.
- 5.** To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
- 6.** 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.
- 7.** To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
- 8.** To supervise any other members of staff as their line manager in keeping with the policies of the Council. To undertake all necessary activities in connection with conditions of employment and work of other staff.
- 9.** As the Responsible Finance Officer, to monitor and oversee the financial business conducted by the Council:
  - Ensuring that all financial records of the council and the careful administration of its finances are maintained.
  - Checking monthly bank reconciliations.
  - Prepare monthly payroll and wage payments
  - To liaise with the Internal and External Auditor as necessary.
- 10.** To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 11.** To act as the representative of the Council if required.
- 12.** To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
- 13.** To prepare if requested, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- 14.** To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- 15.** To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
- 16.** To attend the conferences of professional bodies, as a representative of the Council if required.

# ***DULVERTON TOWN COUNCIL***

## **TOWN CLERK AND RESPONSIBLE FINANCE OFFICER**

### **PERSON SPECIFICATION**

<b>COMPETENCY</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Education, Professional qualifications and training	<p>High Level of numeracy and literacy</p> <p>A desire to engage in continued professional development</p>	<p>Completion or working towards Certificate of Local Council Administration (CILCA) or Certificate of Higher Education in Local Policy</p>
Abilities: Practical and Intellectual skills	<p>Ability to work effectively on your own or in a team</p> <p>A good working knowledge of Local Government structure and practices.</p> <p>Experience of advising and servicing committees (including minute taking) and working with members</p> <p>Competent in all areas of administration, including financial administration and IT skills, including use of Microsoft Word and Excel</p> <p>Experience of working In an office and dealing with the public, especially in confrontational circumstances</p> <p>Ability to recognise political/legal consequences of action being recommended by Members</p> <p>Ability to communicate at all levels in the community both orally and in writing, with good presentation skills</p> <p>Excellent organisational skills</p> <p>Experience of staff management including experience of delegation</p> <p>Ability to produce reports on financial and other subjects.</p> <p>Ability to problem solve.</p>	<p>Experience as a Clerk or Deputy Clerk</p> <p>Knowledge of using accounting software</p> <p>Experience of risk management and insurance</p> <p>Knowledge of website management</p> <p>Experience of project management</p>
Circumstances	<p>Willingness to work evenings when Council or committees meet</p> <p>Flexible and committed to the Council</p>	<p>Current driving licence, car owner and ability to travel</p>

# ***DULVERTON TOWN COUNCIL***

## **GENERAL INFORMATION FOR PROSPECTIVE EMPLOYEES**

### **General Conditions of Employment**

Appointments are subject to the National Association of Local Councils guidance on Good Employment Practice and local conditions as adopted by the Council.

### **Smoking and Health**

Smoking is not allowed in the Council Offices or at meetings of the Council.

### **Equal Opportunities**

The Council has an Equal Opportunities Policy and aims to ensure that no job applicant or employee is discriminated against on the grounds of sex, ethnic origin, age, nationality, domestic circumstances, sexual orientation, marital status, political or religious beliefs or disability.

### **Hours**

There are 37 hours in the standard working week. These can be based on any 5 days out of 7 recognising that there may be an occasional requirement to have a working week which involves a Saturday or Sunday. Office hours (public opening hours) are 10.00 am to 12.00 pm on Tuesdays and 3.00pm to 5.00pm on Thursdays.

### **Sickness Scheme**

This Council does operate a sickness scheme.

### **Trade Union Membership and Professional Affiliation**

Employees are able to join a trade union of their choice (currently Unison). All employees are represented by the Clerk's professional body - the Society of Local Council Clerks. The Council pays the membership subscription.

### **Leave**

The calculation of annual leave commences on the first day of employment and follows the recommendations of the Joint Agreements of the National Association of Local Councils and the Society of Local Council Clerks. The Annual Leave Year runs from 1 April to 31 March. The entitlement is, in addition to the normal bank and public holidays, twenty three working days leave in each leave year (pro rata for part-time employees), plus two extra statutory days. Entitlement rises to twenty-six days, plus two extra statutory days after five years of continuous service.

### **Salary**

Starting salary is normally the first point on the appropriate scale. Subject to having been in the grade for six months and satisfactory performance, automatic progression through the salary scales will occur with annual increments from 1 April until the maximum of the scale is reached. Salary points will be in accordance with the recommendations of the Nation Joint Council for Local Government Services. Salaries are paid monthly by cheque.

### **Notice**

The length of notice which you are obliged to give the Council to terminate your employment is one month during the first four years and two months thereafter. The length of notice which you are entitled to receive from the Council to terminate your employment is four weeks rising to a maximum of twelve weeks after twelve years of continuous employment.

### **Probation**

For all new employees, confirmation of the appointment will be subject to satisfactory completion of a period of probationary service of not less than 13 weeks. During any such period of probation you will be expected to establish your suitability for the post.

# *DULVERTON TOWN COUNCIL*

## *APPLICATION FOR EMPLOYMENT*

The information provided on this form will be treated as confidential and used for recruitment/selection purposes. Where the application is successful the Council may, from time to time, wish to process this information (as updated) for personnel administration purposes. Where this happens, processing, whether by computer or otherwise, will take place in accordance with the Data Protection Act. By signing this form, you will be providing the Council with your consent to these uses.

**Post Applied For:**

**Personal Details:**

Title (Mr/Mrs/Miss/Ms/Other)	
Last Name/Family Name	
First Names	
Address	
Postcode	
Telephone Number	
National Insurance Number	
Are you related to any elected member or employee of the Council? If so, please give details.	

**Education:**

Please list all educational qualifications obtained.

Date From	Date To	School/College University etc.	Qualification	Subject	Grade (if applicable)

- The Council may require sight of the original certificates for all qualifications received

**► Work Related Skills and Qualifications:**

Please give details of all relevant training courses attended and qualifications obtained (if applicable).

**► Other Skills:**

Please provide details of any other skills, awards, interests or accomplishments you have that you consider relevant to your application and the post for which you are applying.

**► Health:**

Is there anything we need to know about your general state of health in order to offer you a fair selection interview or which you think might affect your ability to carry out the duties of the post?

Such information is also required so that any reasonable adjustments may be considered.

Please state how many days off work you had due to sickness during the last 12 months

Are you willing to have a medical examination if required? (Please answer Yes or No)

**► Present (Last) Employment:**

Employer (and location)

Nature of Business

Job Title

Full or Part Time

Job Title

Summarise the nature of your work and job - responsibilities,  
Overleaf if necessary.

Date  
Joined

Date Left or Notice Period

Reason for leaving

Salary/Wage on Leaving

<b>► Eligibility for Employment:</b>					
Are you currently eligible for employment in the UK? (Please answer Yes or No)					
What relevant documentation will you be able to provide in order to demonstrate this? (British Passport, Birth Certificate, P45 etc. - showing authorisation to work and reside in the UK)					
<b>► References:</b>					
Please give details below (name, address, position) of two persons who are willing to give you a reference (one of which should be your present or last employer).					
1.		2.			
<b>► Declaration:</b>					
<p>I declare that to the best of my knowledge and belief, all particulars and information provided in this document is correct and complete and gives a fair representation of my qualifications and employment history.</p> <p>I understand that any false declaration or misleading information or any significant omission may disqualify me from employment and /or render me liable to dismissal.</p> <p>I understand that any job offer is subject to satisfactory references and a probationary period and (if the Council believes it appropriate) a satisfactory medical report.</p> <p>This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.</p>					
Signed				Date	
<p><b><i>The Council reserves the right, at any time, to check on any experience, achievements, qualifications and skills claimed by you on this application form, or at interview. By signing this form you will be giving your agreement for the Council to undertake such checks and confirming that you will co-operate with any such investigations.</i></b></p>					
<b>► Equal Opportunities – Voluntary Information</b>					
<p>The Council is committed to providing equality of opportunity in employment and seeks to recruit employees on the basis of their suitability and solely on merit.</p> <p>In order to monitor the effectiveness of this commitment, it would be helpful if you could complete this section. Any information you provide will be used for this purpose only and will be treated as confidential.</p>					
I would describe my ethnic origin as (please tick):					
African		Afro-Caribbean		Asian (China/SE Asia)	
Asian (Indian Sub-continent)		European		Other (please specify)	

**Please return to: The Chairman, Councillor Mrs Christine Dubery,  
Dulverton Town Council, Council Offices, P.O. Box 8, Dulverton TA22 9YD  
by 31<sup>st</sup> May 2014**

NOTE: References will be obtained and their authenticity checked if you are to be offered the post