



---

RAYLEIGH TOWN COUNCIL

---

## Recruitment Pack

# TOWN CLERK / RFO



## **Rayleigh**

Rayleigh is a historic market town and is the main centre of population in the Rochford District, Essex with a population of over 32,000. The town has retained much of its traditional character and is a vibrant town well served by public transport. Located between Chelmsford and Southend-on-Sea with easy access to central London being only 32 miles away.

The name Rayleigh is old English in origin deriving from *ræge* ('female roe-deer or she-goat') and *lēah* ('clearing'). Therefore, the name means overall 'wood' or 'clearing of the wild she-goats or roe-deer'.

Rayleigh is a beautiful abundant town with a bustling High Street and many open spaces. Facilities include a wide range of shops, schools, library, playing fields, a wood, a market, churches, a museum, and an 18<sup>th</sup> century octagonal Dutch Cottage windmill which is over 200 years old.

## **Rayleigh Town Council**

The Council is the tier of local government closest to the people, providing a wide range of services and facilities including green spaces, allotments, a pavilion, and many others. The Town Council office is based at the Pavilion on the King George Playing Field, Bull Lane, and is administered by 4 staff and 23 Councillors.

The Council's vision is to maintain and enhance its vibrant character, to improve its appeal as a place to visit, and to provide its residents with a wide range of leisure, sports, and cultural opportunities.

The Council conducts the majority of business through Full Council with meetings being held on Monday evenings each month throughout the year, supported by several committees.

## **The Role of the Clerk and Proper Officer**

The Clerk is employed by the Council under Section 112(1) of the Local Government Act 1972 to provide administration support for Council's activities, however, this role will go beyond the basic requirements and a skilled manager is needed to fulfil the role. The Clerk's primary responsibility is to advise the Council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, the Clerk may be asked to research topics of concern to the Council and provide unbiased information to help the Council to make appropriate choices. The Clerk has a wide range of other responsibilities which are set out in the job description.

The Clerk will work in harmony with the Full Council who are responsible for all strategic decisions. The Clerk reports to the Full Council and takes instruction from the Council as a body. The Clerk will be required to make day-to-day decisions to enable the Council to function as required. The Council must be confident that the Clerk is at all times independent, objective, and professional.

'Proper Officer' is a title used on statute. It refers to the appropriate officer for the relevant function. In town, parish and community councils, the Proper Officer is normally the Clerk. In financial matters, the Clerk can also serve as the "Responsible Financial Officer".

## **Recruitment of Clerk / RFO (Responsible Financial Officer)**

**Salary scale SCP 46-49, £53,259 to £57,199 p.a. pro rata  
dependent upon qualifications and experience,  
plus generous local government pension**

**P/T position 25 hours per week, 3 days per week, office-based.**

### **Overall Purpose of the Post**

To act as the Council's Proper Officer and Responsible Financial Officer. As the Proper Officer of the Council, the Clerk is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law. The Clerk will lead and advise the Council on, and assist in, the formation of overall policies to be followed in respect of the Council'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 responsible for the management of staff and resources and will take the lead on the Council's projects. The Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk is expected to be fully involved in the strategic planning process of the Council and to promote the Council's Plan, Vision and Mission, including to support the Council to:

- Protect and improve the quality of life for the community and future generations.
- Enhance the attractiveness of the parish as a place in which to live, work, visit, invest, preserve, and enhance the essential traditions, character, and identity of the parish.
- Engage with the community to identify their needs, priorities and wishes.
- Show due regard to advance equality of opportunity for all stakeholders.

This role is an opportunity for an individual who wants to develop their skill sets and knowledge in the public sector. An extremely rewarding, varied, busy, and responsible role.

The job requires flexibility as evening to attend meetings and occasional weekends will be essential in the role. Time off in lieu applies.

## How to apply

Applicants should read all of the Application Pack prior to completing their application and make clear in their application why they are interested in the position, and what relevant skills and experience they have, with reference to the Job Description and Person Specification. The application form should be completed in full and shortlisting will be based on the information provided on the form. CVs will not be accepted. Please note that the post will be subject to a DBS check.

Application packs are available at <https://www.rayleightowncouncil.gov.uk/>. The application form should be returned to Samantha Haywood at [sam.haywood@lgrc.uk](mailto:sam.haywood@lgrc.uk) marked private and confidential.

**Deadline for applications: Friday 2<sup>nd</sup> December 2022, 5pm**  
**Interviews will take place on Friday 9<sup>th</sup> December 2022**

*Rayleigh Town Council is committed to diversity and equality of opportunity and actively encourages applications from all suitably qualified candidates.*



## JOB DESCRIPTION

### Clerk/RFO (Responsible Finance Officer)

<b>Job title</b>	Clerk/RFO
<b>Place of work</b>	Council offices - currently the Pavilion, Bull Lane, Rayleigh
<b>Salary</b>	SCP 46-49, £53,259 - £57,199 p.a. dependent upon qualifications and experience
<b>Hours</b>	25 hours p.w., 3 days per week, office-based. Flexibility required as some evening and weekend meetings.
<b>Responsible to</b>	Full Council
<b>Probation</b>	The post is subject to a 6-month probationary period.
<b>References</b>	The post is subject to two satisfactory references.
<b>Direct responsibility</b>	All Parish Council staff, currently 3 persons.
<b>Indirect responsibility</b>	Volunteers
<b>Annual leave</b>	22 working days, increasing to 25 working days after five years continuous service, plus all normal bank and public holidays, plus 2 statutory days.

#### Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk will advise the Council on, and assist in the formation of, overall policies to be followed in respect of the authority's activities. To offer advice on their legal duties and responsibilities by maintaining an awareness of all existing and emerging legislation. 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, efficient, and cost-effective management of all its resources and will report to them as and when required.

The Clerk will be the line manager for all council employees.

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 prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and subcommittees. Other than where such duties have been delegated to another Officer.
6. 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.
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 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.
10. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management 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 the Town Council Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are 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. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
17. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
18. To undertake any other reasonable duties as required by the Council and commensurate with the role of the Town Clerk.
19. To maintain political neutrality in conducting the role of Town Clerk.

## Person Specification

	Essential / Desirable	
<b>KNOWLEDGE</b>		
Development and monitoring of financial strategies and setting of organisational budgets based on Key Performance Indicators (KPIs), and challenge financial assumptions underpinning strategies.	<b>E</b>	
Knowledge of local government financial procedures and processes.		<b>D</b>
Policy development in line with Council and community needs.		<b>D</b>
Working knowledge and understanding of Equal Opportunities legislation.	<b>E</b>	
Knowledge of structure and working of local authorities, including concepts of localism.		<b>D</b>
Advanced working knowledge and understanding of employment law.	<b>E</b>	
Advanced working knowledge and understanding of health & safety law.	<b>E</b>	
Be able to show advanced working knowledge of importance of good public relations and how to raise the Council's profile in the community.		<b>D</b>
Advanced interpersonal, negotiating, and mediating skills.		<b>D</b>
Good working knowledge of climate emergency plans and actions.		<b>D</b>
Good working knowledge of local government planning processes, including neighbourhood plans.		<b>D</b>
<b>SKILLS</b>		
Confidence in influencing and negotiating strategies both upwards and outwards.	<b>E</b>	
Advanced communication, negotiating, and interpersonal skills.	<b>E</b>	
Able to manage performance against targets, set targets and objectives relevant to the stated priorities of the Council.	<b>E</b>	
Knowledge of financial governance and legal requirements, and procurement strategies.	<b>E</b>	
Ability to deliver through partnership arrangements, including through charities/voluntary groups and other public sector organisations.	<b>E</b>	
Lead and influence agreed projects to deliver organisational strategy such as change and agile transformation programs, diversification, new product implementation, and stakeholder experience improvement.	<b>E</b>	
Ability to identify opportunities / projects and create comprehensive business cases.	<b>E</b>	
Good organisational and administrative experience in a structured environment.	<b>E</b>	



Ability to lead and influence people, building constructive working relationships across teams, using matrix management where required.	E	
Proven experience of formal Committee work, agenda preparation and minute taking.	E	
Good working knowledge of website administration.		D
Competency in the use of social media.		D
Experience of working with the public and working on own initiative.	E	
Advanced presentation skills.	E	
Advanced understanding of local government accounting practices.		D
Good systems thinking, knowledge/data management, research methodologies and programme management.	E	
<b>ATTRIBUTES</b>		
Curious and innovative - exploring areas of ambiguity and complexity and finding creative solutions.	E	
Act as an ambassador, championing projects and transformation of services across Council boundaries.	E	
Work flexibly and with tenacity, dedication, commitment, and integrity.	E	
Commitment to delivering quality services to all stakeholders.	E	
Organisational/team dynamics and building engagement and develop high performance, agile and collaborative cultures.	E	
Commitment to a green agenda.	E	
Able to show knowledge of the local area.		D
Driver and access to own vehicle.		D
Innovation; the impact of disruptive technologies (mechanisms that challenge traditional business methods and practices); driver of change and new ways of working across infrastructure, processes, people and culture, and sustainability.	E	
Self-motivated with the drive, determination, and initiative to achieve results and motivate others, including to drive up standards.	E	
<b>QUALIFICATIONS</b>		
Minimum NVQ 3 Business Administration, or equivalent	E	
CiLCA, or willing to obtain within 18 months	E	
CIPD, or equivalent HR qualification		D
I.T. literacy - Level 3 I.T. qualification or equivalent experience with advanced working knowledge of Word, Excel, Outlook, Powerpoint	E	