



Seaford Town Council

JOB DESCRIPTION

Deputy Town Clerk & Responsible Financial Officer

Responsible to: Town Clerk (in their absence, to the Chair of the Council)

Responsible for: The Corporate Management service and staff members, including Finance, Human Resources, Democratic Services, Civic, Planning and Office Administration.

1. Job purpose:

The Deputy Town Clerk will assist the Clerk in the exercise of their duties as required and act as the Head of Service for the Corporate Management service strand of the Council, including overall responsibility for five members of staff and direct line management of three.

The other significant purpose of the role is to be the Council's Responsible Financial Officer (RFO); within the meaning of the Accounts and Audit Regulations 1996 and subsequent legislation, the RFO is overall accountable for all the financial records of the Council and the careful administrations of its finances.

In the absence of the Town Clerk, the Deputy Town Clerk will assume the responsibilities of the Town Clerk, including those as Proper Officer of the Council.

2. Areas of Day-to-Day Responsibility

- Finance
- Planning
- Democratic Services
- Civic Services
- Human Resources
- Corporate Governance (aspects of)
- Deputising for Town Clerk

3. Duties & Responsibilities

- 3.1 To manage the functions of and act as Head of Service for the Corporate Management service.
- 3.2 To manage all direct reports within team and assist, where necessary, with the management of staff members below them.
- 3.3 To take part in the Council's Corporate Management Team and Council Committee Management Group Meetings.

Finance

- 3.4 To oversee and manage the financial functions of the Council performed by the finance team, including Fiscal Governance; Accounts Management; Budgets & Financial Monitoring/Predictions; Insurance; Risk Management; Internal Controls; External & Internal Audits; Annual Return & Accounting Statements; Financial Project Feasibility Studies; Payroll & Pensions; Borrowing; VAT; Financial Risk; Performance of Finance Team; IT and Telephony, and; Financial Policies.

- 3.5 To lead the financial strategy of the Council and regularly review the financial performance of the Council, giving updates to key personnel and/or members as required.
- 3.6 To devise and review the Council's financial policies, ensuring adherence to said policies and the accuracy of the policies themselves.
- 3.7 To oversee the grant funding applications of the Council and ensure external funding is actively sought.
- 3.8 To oversee and manage the financial and business risk assessments of the Council.
- 3.9 To oversee and manage the insurance arrangements of the Council.
- 3.10 To ensure the Council's Fixed Asset Register is maintained correctly and kept up to date.
- 3.11 To cover the processing of payroll in the Finance Manager's absence.
- 3.12 To stay abreast with financial updates, legislation, grant funding streams and other developments in public sector finances.
- 3.13 To be responsible for the performance of the Finance department.

Planning

- 3.14 To oversee and manage the Planning functions of the Council, including line management of the Council's part time Planning Officer.
- 3.15 To oversee and manage the planning applications submitted for the Council.
- 3.16 To stay up to date with local planning matters and issues, acting as a point of contact within the Town Council.
- 3.17 To liaise with Lewes District Council, South Downs National Park Authority and other local authorities on planning matters.
- 3.18 To manage the Council's Community Right to Bid applications and future monitoring.
- 3.19 To stay abreast with planning updates, legislation and other developments in public sector planning.

Human Resources

- 3.20 To oversee and manage the Human Resources functions of the Council.
- 3.21 To lead on any disciplinary or grievance procedures required within the Council.
- 3.22 To lead on any redundancy procedures within the Council.

Democratic & Electoral Services

- 3.23 To lead the Council's Democratic Services functions.
- 3.24 To liaise with the local electoral services authority, Lewes District Council, with regards to casual vacancies, by-elections and general elections.
- 3.25 To oversee the Council and Committee meeting administration of the Council.
- 3.26 To attend Finance & General Purposes Committee meetings and other Council or Committee meetings as deemed relevant.
- 3.27 In the absence of the Town Clerk as Proper Officer, to issue agendas and meeting summons to Councillors.

Civic Services

- 3.28 To oversee and manage the Civic Services of the Council, including matters relating to the Mayor and Young Mayor of Seaford.
- 3.29 To ensure relevant tasks regarding honorary positions of the Councils are carried out (regarding the Town Crier and Freemen of the Town).

Corporate Governance

- 3.30 To assist the Town Clerk, where delegated, with policy reviews and the monitoring the strategic performance of the Council.
- 3.31 To ensure adherence of the Corporate Management service to Council policy and legislation, including (but not limited to) the Local Government Transparency Code 2015 and Data Protection legislation.
- 3.32 To deal with Freedom of Information and Subject Access Requests received by the Council.
- 3.33 To assist key personnel in dealing with complaints received by the Council (the Town Clerk remaining uninvolved where possible in case of any future appeals).
- 3.34 To oversee the Council's membership of the Local Council Award Scheme, monitoring and managing adherence to the necessary criteria.

Leases & Land Holdings

- 3.35 To oversee and manage the current and future leases, concession agreements and management agreements of the Council, ensuring records and documentation are kept up to date and secure.
- 3.36 To initiate and carry out reviews of leases, concessions or management agreements, when required, and work with other key personnel to complete lease renewals.
- 3.37 To oversee and manage the land holding records of the Council and ensure these are up to date at all times; liaising with key personnel to ensure the Council's digital mapping, website and other areas reflect the correct land holdings.
- 3.38 To lead on any changes to land holdings, whether acquisitions, dispositions or possessory rights claims, and see the process through to completion.
- 3.39 To liaise with the Council's solicitors at all relevant times in any of the above processes.

Deputising for Town Clerk/Proper Officer

- 3.40 To deputise in the absence of the Town Clerk, including all duties of the Council's Proper Officer.
- 3.41 Any other duties in line with the scope of the post as delegated by the Town Clerk or a Council Committee.

Written: May 2018