

**HENLEY ON THAMES TOWN COUCIL**  
**JOB DESCRIPTION**  
**TOWN CLERK & RESPONSIBLE FINANCE OFFICER**

Job Title:	<b>Town Clerk and Responsible Finance Officer</b>
Salary Scale:	LC4 New SCP 46-54 £49,101 - £61,099 SCP above 54 may be available for an exceptional candidate.
Reports to:	<b>Full Council</b> (The Mayor – day to day and appraisal)
Responsible for:	All Staff (see structure chart)
Direct reports:	Planning & Projects Manager, Parks Manager, Accountant/RFO, Town & Community Manager, Estates Manager, Parking Attendants.

**OVERALL ACCOUNTABILITY**

- To manage the legal, administrative and financial business of the Town Council in a timely fashion, in order that Council resolutions are executed accurately and efficiently.
- To manage many and varied projects on behalf of the Town Council to time and budget.
- To motivate and develop all Council staff in order to achieve an effective team who can contribute to the efficient operation of all Council services.

**KEY CONTACTS**

**Internal**

The Mayor  
15 Councillors  
30 Staff

**External**

County, District and Local Councils  
Local organisations and businesses  
Professional advisors e.g. solicitors  
Contractors, suppliers, Government Bodies

**DIMENSIONS**

Population c12,000  
Budgeted Income 2019/20 - £1,545,000  
Precept 2019/20 - £550,888  
Band D Council Tax 2019/2020 - £95.88  
Revenue & Capital Reserves - £4,100,000 (as at 31.3.19)  
See latest management accounts



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Henley Town Council has achieved the eligibility criteria to apply the General Power of Competence.

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**PRINCIPAL ACCOUNTABILITIES**

1. To inform and advise Council on all legal, administrative and financial matters in order that Council resolutions are executed accurately and efficiently within legal boundaries.
2. As Council representative and in conjunction with qualified experts, to co-ordinate all Council projects to ensure satisfactory outcomes are achieved in the shortest, most cost effective way and to the highest possible standard.
3. In conjunction with the Mayor and Committee Chairmen, to compile and distribute agendas, minute Meetings, produce written reports and minutes and implement follow up actions, in order that Council and Committee recommendations are achieved in a timely manner.
4. To work in conjunction with the Finance Committee Chairman, to control the Council's budget, reviewing, analysing and reporting regularly to Council in order that the Town's assets and investments are administered accurately and cost efficiently.
5. To direct and motivate all Council staff, delegating authority and responsibility and monitoring performance against agreed objectives to ensure that all Council services and properties are maintained at the highest level to the benefit of all residents and visitors to the town.
6. To liaise and develop relationships with external bodies including other local authorities, residents, Henley Business Partnership, retailers and local organisations within Henley, which will require flexibility of working hours.
7. To respect the traditions and heritage of Henley-on-Thames and attend and co-ordinate relevant personnel on all civic occasions, promoting the Council within the local community to ensure the continued presence of the Council in local affairs.
8. To be responsible for all of the day to day operational aspects of the Council including the structure, management and health and safety, well being and motivation of staff.
9. To further the development of the revised Joint Henley & Harpsden Neighbourhood Development Plan, and advise on the application of CIL monies.

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10. To support the Council in its delivery of a short, medium and long term plan, including the development (sale or acquisition) of the Council's assets

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**Key Tasks:**

1. Staff Management:

Overall responsibility for:

- recruitment and selection of staff
- staff induction and performance management, including objective setting and appraisal.
- disciplinary action and grievance resolution.
- ensuring that all staff promote diversity and equality and carry out their duties and in an effective way.

2. Co-ordination & Leadership:

- management of projects and delegation of authority as appropriate, for all Council projects in accordance with Standing Orders.
- Supporting the councillors in their role as community leaders and the implementation of the necessary governance arrangements

3. To provide and analyse information, to make recommendations and provide advice to the Council on appropriate courses of action in order to ensure effective and efficient decision- making.

4. Health and safety:

- responsible, directly or indirectly, for health and safety of all employees of the Town Council,
- responsible officer for Health & Safety, emergency procedures and events for which the Council is responsible
- security and maintenance of all Council buildings, property and sites owned by the Town Council and all users of such properties as determined by Health and Safety at Work Act 1974 .

5. Finance:

- Ability to act as the Responsible Finance Officer under Section 151 of the Local Government Act 1972
- providing professional advice to the Council
- ensuring that Council's finances are managed appropriately and
- that the Council fulfils its obligations under Audit and Accounting Regulations / Statement of Recommended Accounting Practice.



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NB This draft job description is a reflection of the present position and will be subject to review and alteration in detail and emphasis in the light of future changes or developments.