

Job description		
Job title	Clerk (Proper Officer & RFO) to Southwell Town Council	Date reviewed: August 2025
Salary		
Hours	36 hours per week, Monday to Friday – a degree of flexibility is required to cover evening meetings and events and can be taken as time-off in lieu or as pay.	
Responsible to	Southwell Town Council	
Job objective	The Clerk is the Proper Officer and Responsible Financial Officer of the Council; as such they are under a statutory duty to carry out all functions and to serve or issue all notifications required by law of a local authority. <i>The Clerk will be responsible for:</i> • ensuring that Southwell Town Council fulfils its function as a local authority; • advising the Council and assisting in the formation and implementation of agreed policies; • effective management and reporting of the Council’s funds, facilities and services; • providing independent and objective advice to councillors; • liaising with local authorities (including Newark & Sherwood District Council and Nottinghamshire County Council); • seeking and apply for additional resources via grants and funding. The Clerk is the Responsible Financial Officer, with responsibility for all financial records of the Council and the administration of its finances and compliance with the Council’s regulations. The Clerk is the Data Protection Officer and will ensure that all council activities meet with data protection regulations.	
Main duties and responsibilities		
Management of the democratic function of Southwell Town Council:		
• To prepare, in consultation with appropriate members, agendas and reports; to take and prepare minutes for approval for, and attend, the Full Council and Annual Parish Meeting; plus, to support the implementation of decisions as agreed. • To prepare with full oversight, in consultation with appropriate members, agendas for meetings of other main committees; to attend such meetings and to take and prepare minutes for approval. These include sub-committee, working group and ad hoc meetings as agreed by Full Council. Plus, to support and implement decisions as agreed. • To maintain the Council’s standing orders and financial regulations and to recommend amendments as appropriate. • To ensure compliance with statutory and other provisions governing or affecting the running of the Council. • To implement and monitor the policies of the Council and to recommend amendments as appropriate. • To ensure that the Council's Risk Assessment, Health and Safety, and Statutory Annual Inspections obligations are met. To advise the Council on appropriate levels of insurance and maintain an asset register. • To assist Councillors in maintaining a good culture and the values and reputation of the Council. • To be a good representative of the Council.		

As Responsible Financial Officer:

- To manage the Council's accounts, ensuring all relevant reports and records are produced to satisfy audit standards.
- To provide input and advice for the annual budget and precept setting. To prepare, in conjunction with the appropriate members, budgets for approval by Full Council.
- To ensure that data protection regulations are complied with.

Management of Southwell Town Council staff:

- To line manage all staff, distribute tasks, perform annual reviews and monitor attendance, sickness and holiday records.
- To support the HR Panel regarding culture, discipline, grievance, counselling, pay and conditions, contracts, training and development.
- To support the HR Panel regarding recruitment, induction and training of all new members of staff.

Managing the services of Southwell Town Council:

- To receive correspondence and documents on behalf of the Council and manage responses, bringing necessary items to the attention of the Council. To issue correspondence in line with Council policies and as agreed by main committees.
- To identify opportunities for external funding for the Council, and to assist and prepare bids/applications.
- To manage contractors for land maintenance and subsidiary work.
- To manage leases and licences for land and property, and to sign on behalf of the Council.
- To ensure Council property is maintained to a good standard of repair and safety.
- To facilitate a productive relationship with residents, voluntary groups and businesses, to ensure they are informed of Council purposes, objectives and achievements.
- To oversee the running and development of the car parks, public conveniences, open spaces and market, while ensuring compliance with Food Standards, Environmental Health and Trading Standards.
- To oversee the Council's communications, including press releases, web content and social media posts, among other communications.
- To advise and facilitate initiatives agreed by Full Council.

Any other additional duties which may be reasonably requested.