

**CALDICOT TOWN COUNCIL**  
**ROLE OF TOWN CLERK AND RFO**  
**JOB DESCRIPTION**

**Post Title:** Town Clerk and RFO

**Responsible for:** Town Council staff

**Location of Work:** Caldicot Town Council Offices and the town of Caldicot. Some travel may be required outside of the town to meetings, conferences and training events.

**Responsible to:** Caldicot Town Council as a corporate body.

**Hours of work:** Five days per week with some evening meetings. There will be the opportunity to work four days per week in the office and one day from home.

**Salary:** SPC 35-39 (£47,665- £51,928 updated with 2026-2027 national salary award)

**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 functions and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out. The Clerk is expected to produce all information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be responsible for all the financial records of the Council and the careful administration of its finances.

## **Specific Responsibilities**

### Management and Administration

1. To ensure that legal, statutory, and other provisions governing or affecting the running of the Council are observed.
2. To prepare, in consultation with appropriate members and the administrator, agenda for all meetings of the Council and its committees; to attend such meetings and liaise with the administrator over the preparation of minutes for approval.
3. To ensure that notices, agendas, and minutes for meetings are issued in a timely manner to comply with statute and to implement decisions made following a meeting.
4. To ensure that all Data Protection requirements are met.
5. To ensure that the Council's insurance obligations are properly met.
6. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications, especially in line with updates received. Ensure they are presented to council and updated on a regular basis and when required by law.
7. 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 Council.
8. To execute the decisions of the Town Council in the manner deemed to be most effective and appropriate.
9. 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.
10. To maintain the Town Council's website and social media presence, in association with other staff.
11. To be responsible for the delivery of press releases, annual communications and other literature to promote the Council in conjunction with the administrator and other communications Officer.

- 12.To manage all contracts relating to Christmas Lighting including liaison with volunteers engaged with the arrangements.
- 13.Meet with members of the public and organisations to discuss community events, answer questions and respond to complaints.
- 14.To draw up both on their own initiative as a result of suggestions by Councillors proposals for consideration by Council and to advise on practicability and their effects of specific courses of action.

### Finance

1. Ensure value for money on all goods and services.
2. To ensure that the Council's financial accounts are kept up to date by the RFO, (by recording transactions, monthly bank reconciliation, quarterly financial reporting, quarterly VAT returns etc) are all reported to Council for approval.
3. The RFO liaises with the Internal Auditor and prepare the end of year accounts for audit purposes.
4. Work with the Town Council to prepare the detailed annual budget and precept for the Council's approval.
5. To manage and monitor spend within designated budgets.
6. Present the budget to such committee as may be required and the Full Council Finance meeting for approval, and notify MCC of the precept and ensure the precept is received in line with the statute and deadlines.

### Strategic Development

1. To advise the Council on the strategic development of its business and implement the Council's policies and plans and ensure they are reviewed at the agreed intervals.
2. To support the Council in ensuring that its statutory obligations relating to the Well-being of Future Generations (Wales) Act 2015 and the Section 6 Biodiversity duty contained in the Environment (Wales) Act 2016 is achieved.
3. To oversee the development of any new community facilities and the management of existing partnership arrangements as

necessary to achieve the Council's corporate goals including the delivery of current and future partnership agreements.

4. To maximise income from partnerships, external funding, and sponsorship.
5. To develop further opportunities in partnership with the local business community including the promotion of Caldicot.
6. To represent the Council on external bodies as determined by the Council.

#### HR Responsibilities

1. To supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.
2. To ensure that all staff receive statutory training in relation to their role.
3. To ensure that all staff attend statutory and other training on a regular basis as well as CPD training relevant to their role and that a record of staff training is maintained.
4. To carry out regular staff appraisals.

#### Council Services

1. To oversee the management of the office and work with the Town Council to ensure that all obligations are met.
2. To oversee the management of the Town Council building and work with all users.
3. To manage the administration of Council amenities including recreation grounds, Community buildings, sporting facilities and allotments to include correspondence with users and contractors.
4. To manage the cemetery, liaise with undertakers, memorial masons and grave diggers, ensuring that all legal obligations are met including the paperwork.
5. To manage/monitor projects to improve town amenities in accordance with Council agreed specifications.

6. To work with the community and councillors on community events, including civic events including the delivery of them.

#### Other

1. To act as the conduit between councillors and members of the public, providing a effective, constructive, and polite service to all stakeholders.
2. To act as a representative of the Council as required and attend any Conferences/seminars as required.
3. To undertake continuous professional development including attendance at training courses relevant to the role of Town Clerk.
4. To undertake other tasks allocated by the Council as a whole which are within the competence and capabilities of the post holder.
5. To manage the health and Safety of the Council as a whole to include staff, Councillors, Users of facilities, contractors etc and ensure that a safe system of work is implemented and adhered to including risk assessment where required.

### **CALDICOT TOWN COUNCIL**

## PERSON SPECIFICATION FOR THE POST OF TOWN CLERK

| Criteria                | Essential                                                                                                                                                                                                                                                                                                                                                     | Desirable                                                                                                                                                                                                                                                                                                                                                                         | How identified                                           |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Experience              | <p>Minimum of 2 years in a senior position appropriate to the level of the post.</p> <p>Experience of budget planning and monitoring</p> <p>Experience of HR procedures including appraisals and record keeping.</p> <p>Undertaking the key elements of effectively managing estates and facilities.</p> <p>Professional experience of finance and audit.</p> | <p>Experience preferably in local government and with finance and administration experience.</p> <p>Willingness to learn Local Authority Finance including yearend audit.</p> <p>Experience of Health &amp; Safety at Work and Risk Assessments.</p> <p>Ability to let and manage contracts, purchasing and invoicing.</p> <p>Energy and resilience to lead and drive change.</p> | Application form and interview including selection test. |
| Qualifications/Training | A good general education                                                                                                                                                                                                                                                                                                                                      | Hold a degree in Local Policy or Community                                                                                                                                                                                                                                                                                                                                        | Application form and                                     |

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|                       | Hold the certificate in Local Council Administration (CILCA) or willingness to obtain ILCA within 6 months and CILCA within two years of appointment (starting within one year).                                                                                                                                                                                                          | Governance, or a relevant subject.                                                                                                                                                                                                                                                                              | provision of certificates |
| Skills and knowledge. | <p>Understanding the issues facing community and town councils and the environment in which they operate.</p> <p>Good communication skills.</p> <p>Commitment to public service including the ability to work with all sectors of the community including community groups and organisations, Police, other tiers of government and councillors.</p> <p>Committed to local democracy,</p> | <p>Experience of current local government and planning laws, administration, and procedures</p> <p>Understanding of strategy and development of action plans and forward planning.</p> <p>Experience of staff management including delegation and motivation.</p> <p>Experience in the use of social media.</p> |                           |

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|                                   | <p>social justice and accountability to the community.</p> <p>Experience of writing agendas, reports, and minutes.</p>                                                                                             | <p>Experience of project management.</p> <p>Experience of bidding for external funds and grants.</p> <p>Understanding data protection and FOI legislation and its application within an organisation.<br/>#Capable of critical reasoning and evidence based decisions.</p> |                                 |
| Practical and Intellectual Skills | <p>Good communication skills, both written and verbal.</p> <p>Ability to lead a team and work co-operatively with the staff, Councillors, and the public.</p> <p>Excellent planning and organisational skills.</p> | Some understanding of Welsh.                                                                                                                                                                                                                                               | Application Form and Interview. |



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|                          | Ability to prioritise workloads, solve issues as they arise and set and meet deadlines.                                                                                                                                                                                                                                                                                                                                                      |  |                                 |
| Disposition and Attitude | <p>A motivating and enthusiastic leader and team member.</p> <p>Personality, conduct and credibility that engages the confidence of councillors, staff, partners and stakeholders.</p> <p>Energy and resilience to lead and drive change.</p> <p>Advocate of equality, diversity and respect in the workplace.</p> <p>Committed to local democracy, social, justice.</p> <p>An understanding and commitment to the goals of the council.</p> |  | Application Form and Interview. |

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|                      | <p>Ability to work autonomously and under pressure, meeting deadlines where required.</p> <p>Able to maintain confidentiality.</p> <p>Political sensitivity, tact and diplomacy.</p>                                                                                                                                                                                                        |                                                 |                                        |
| Special Requirements | <p>Able to attend evening meetings (normally two per month) and to work at the weekend when required.</p> <p>Committed to developing and keeping up to date personal knowledge level.</p> <p>To work five days per week – four days in the office with the option to work a fifth day from home and be a keyholder.</p> <p>Willingness to attend conferences and courses as instructed.</p> | <p>Driving Licence.</p> <p>Access to a car.</p> | <p>Application Form and Interview.</p> |
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