



## **Deputy Town Manager – Job Description**

**Responsible to: The Town Manager**

### **Main Purpose of Job:**

To deputise for the Town Manager in her/his absence, including annual leave and sickness.

To manage the financial affairs of the Council in accordance with the Council's Standing Orders and Financial Regulations.

To manage staff within the Council Offices and administer the link with all operations in the Town Manager's absence.

To work and support the Town Manager in all matters relating to the role and responsibility of Clerkship.

To work in accordance with all relevant legislation and statutory requirements.

### **FINANCIAL RESPONSIBILITIES**

To prepare financial reports for the council and its committees. These reports will cover budget monitoring, fund balances, receipts to date, payroll summary, payment of accounts, year end and other relevant current matters.

To assist in the preparation of draft estimates. When approved by Council these will form the annual budget monitoring during the year.

To ensure that all money due to the Council is billed and collected promptly.

To manage cash flow and control investments and bank transfers.

To control payments by cheque.

To create financial or other analytical reports using Scribe and/or Excel spreadsheets.

To complete and reconcile cash book and petty cash transactions.

To bank regularly all money received and expended by Council.

To administer VAT returns.

To verify and code (ie allocate to expenditure codes) supplier's invoices prior to certification for payment.

To prepare and balance final accounts in accordance with the regulations and report thereon to the Resources Committee and Full Council.

To produce accounts and records for external audit in accordance with statutory regulations.

To liaise with Town Manager to arrange for internal audit material of all aspects of the Council's financial affairs.

To assist with an annual review of risks facing the Council and take appropriate steps to manage these risks. To process claims as necessary.

To operate the Council's computerised accounts system.

### **STAFFING RESPONSIBILITIES**

To assist the Town Manager with HR related issues.

To assist in dealing with grievance and disciplinary matters as appropriate in accordance with the Council's grievance and disciplinary rules.

To assist in the interviewing and appointment of staff in accordance with Council policies as necessary.

To assist the Town Manager in the senior management role in respect of the Council's workforce including all necessary activities in connection with conditions of employment and work of other staff and compliance with Health and Safety regulations.

To assist in identifying staff training needs and to assist in ensuring these needs are addressed.

To administer the holiday and sickness records of all staff.

To work with colleagues to oversee the cleaning operations at council facilities including public toilets.

### **ADMINISTRATIVE RESPONSIBILITIES**

To prepare agendas and associated reports when required for Council and committee meetings in consultation with the appropriate Members and the Town Manager and in line with required legislation.

To prepare accurate and timely minutes of the meeting to be recorded.

To attend Council meetings as required.

To arrange and attend Panel meetings for members of council and the public as required – some of these may be early evening meetings.

To complete relevant action tasks from minutes in a timely manner.

To introduce or contribute actively to new initiatives and projects.

To administer the circulation of all relevant documentation to Council Members in accordance with Standing Orders and Council Policies.

To revise and amend Council Policies and procedures in accordance with a given schedule or as required.

To administer insurance claims.

To establish and maintain in good order all records relating to the Council and its committees and to comply with statutory requirements.

To assist in providing a reception/enquiry desk service as required.

To act as the designated health and safety officer for the office environment.

To act as the Council's Energy Champion and raise awareness of energy efficiency and sustainable energy issues. To work towards increasing the Council's organisational energy consumption and reducing the consumption of energy.

To attend occasional staff meetings or training sessions outside your normal working hours.

To assist the Town Manager in the implementation, monitoring and review of the Council's Performance Indicators.

To act as a representative of the Council at Civic Functions as required.

To attend conferences and related training events and other relative bodies as required.

To work with colleagues on a range of tasks including:

- arrange for the hanging baskets throughout the town, including obtaining sponsorship and the floral design.
- arranging fund raising events and work with external organisations to administer their events on Council property.
- managing the Christmas Fayre and Christmas lights.

To carry out research as required.

To remain politically neutral at all times.

To promote customer care, public participation, equality and diversity.

To undertake other duties as required which are reasonably consistent with the duties, grading and character of the post and as directed by the Town Manager.