LYTCHETT MINSTER & UPTON TOWN COUNCIL

Recruitment of Town Clerk & Responsible Finance Officer

Job Description

Person Specification

March 2026

Lytchett Minster & Upton Town Council is seeking to appoint a highly organised, professional and committed candidate to become its new Town Clerk and Responsible Financial Officer (RFO).

Lytchett Minster and Upton is a thriving and dynamic town council, embracing change and ensuring it takes advantage of the opportunities this offers while engaging with our local community. It has a population of 8,648. The successful candidate will play a central role in overseeing and progressing a number of high-profile community projects.

The Town Clerk is the Council's Chief Executive and Proper Officer, responsible for all aspects of Council operations, including the duties of the Responsible Finance Officer, delivering services such as the Cemetery, Council properties and open spaces, leading a team of 7 staff, managing the delivery of council projects and initiatives, and supporting 15 councillors in their decision making. The Town Clerk is required to provide expert legal and sector best practice advice to the council, supporting effective governance and informed decision-making.

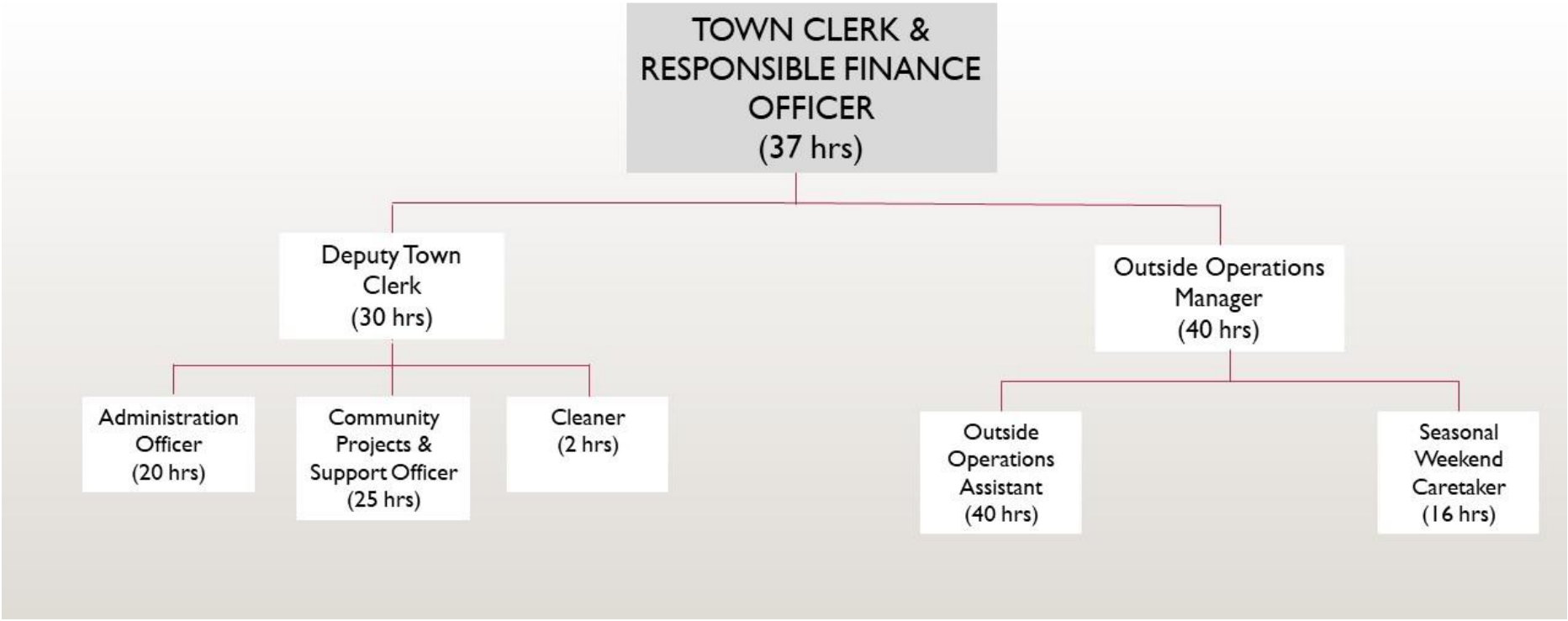
Honesty, integrity and professionalism are essential qualities for this role, along with the ability to work independently, manage competing priorities and adapt to, and implement, change when required.

The Town Clerk will:

- Act as the 'Proper Officer', Head of Paid Service and RFO for Lytchett Minster & Upton Town Council
- Ensure the efficient administration of Council business and provide professional, impartial advice to Members.
- Lead the organisation with strong strategic direction, fostering a positive and collaborative team culture.
- Oversee daily operations, finances, staffing, assets, and compliance with all legislation.
- Prepare agendas, support Council and committee meetings, and ensure decisions are implemented effectively.
- Manage risk, health & safety, data protection, and organisational policies.
- Lead communications, community engagement, and key projects aligned with Council priorities.
- Act as the Council's principal representative and main point of contact.

We welcome applications from experienced Clerks, those with a governance background or professionals with transferable skills, who are eager to learn and have a strong sense of community responsibility.

LYTCHETT MINSTER & UPTON TOWN COUNCIL STAFFING STRUCTURE



Job Title	Town Clerk & Responsible Financial Officer (RFO)
Line Manager	Full Council
Salary	SCP 52 (NJC scale) - £53,460 per annum. Employment is on National Joint Council 'Green Book' terms and conditions, including an annual holiday entitlement of 23 days rising to 28 days after 5 years' service, paid time off for public holidays including two extra statutory days per year to be taken over the Christmas break. Additional hours may be taken as TOIL and managed within the requirements of the Council operations. Membership of the Local Government Pension Scheme .
Nature of Contract	Permanent.
Qualifications & Experience	Relevant local government or similar experience, preferably as a Town Clerk. Must hold as a minimum the Certificate in Local Council Administration (CiLCA).
Full Time/Part Time	37 hours per week (including some evenings & weekends).
Location	Council Offices, 1 Moorland Parade, Moorland Way, Upton BH16 5JS (or hybrid, if and when agreed).
Method of Application	Application form only. Application forms can be found on the Town Council website www@lytchettminsterandupton-tc.gov.uk (CVs alone will not be accepted). To request an application form be sent to you, please contact Councillor Ray Griffin: Email: **community@lytchettminsterandupton-tc.gov.uk** Tel: 01202 632070

Closing date	4pm on Monday 16 March 2026.
Interviews	Interviews to take place at the Council Offices during w/c 23 March 2026
Starting date	Date to be agreed with the successful candidate.

Lytchett Minster & Upton Town Council

Town Clerk and Responsible Finance Officer

Job Description

Job Title:	Town Clerk & Responsible Finance Officer
Post No:	LMUTC 01
Hours:	37 hours per week
Section:	Administration
Reporting to:	Town Council

Main Duties and Responsibilities

The Town Clerk is the Proper Officer of the Council and as such is under a statutory duty to carry out the instructions of the Council and to serve or issue all the notifications required by law.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

The Town Clerk will advise the Council on and assist in the formation of overall policies to be followed in respect of the Councils activities and in particular to produce all the information required for making effective decisions. The person appointed will be responsible for the management of staff and resources and will take the lead on the Council's major projects.

Strategic Responsibilities

To assist the Council to develop and implement a strategic vision for the town and surrounding area, and to develop the appropriate performance management methods to monitor their progress.

To regularly review the achievements and objectives with the Council and work with the Chairs of the appropriate committees to develop action plans to deliver objective

To monitor the policies of the Council to ensure their effectiveness, reviewing and revising as necessary.

Staff Responsibilities

To line manage other members of staff in keeping with the policies of the Council which includes both direct and indirect supervision.

To ensure effective delegation and allocation of responsibilities and activities to members of staff

To ensure the appropriate training of staff and updating of skills to match their responsibilities and duties in the light of annual appraisals and regular monitoring.

To undertake all the necessary activities in connection with the recruitment of staff, the management of salaries and conditions of employment.

To advise members on staffing and the staff structure as necessary in order to meet the objectives of the Council.

Statutory Responsibilities

To ensure that all statutory and other provisions governing or affecting the running of the Council are observed.

To advise the Council in relation to its legal obligations including those as an employer and a service provider, and in relation to Health & Safety

To alert Members of Council to changes in respect of their statutory and other responsibilities as Councillors and act as advisor to members on such matters as required.

Financial Responsibilities

To ensure Corporate Governance and Financial Administration of the Council with specific responsibilities for accounts and financial records.

To maintain good governance, accountability and transparency in accordance with regulatory requirements, accounting guidance and proper practice (Governance and Accountability - Practitioners' Guide 2019)

To ensure that all the statutory duties are carried out in accordance with the prescribed timescales.

To ensure that the Council's finance monitoring and reporting is carried out in accordance with Standing Orders and Financial Regulations.

To ensure that the Council's annual budget is set and managed.

To ensure that the Annual Audit of accounts is undertaken in line with LGA guidelines and reported accordingly

To ensure the Town Council's payroll contract is in place and regularly monitored.

To identify sources of external funding for projects and partnership work, to carry out the

necessary research to write and submit funding bids to grant making organisations, including partners and/or stakeholders as required.

Asset Management Responsibilities

To oversee the management of the Council's property portfolio which includes Moorland Parade (1, 1A, 1B), Lytchett Bay View, Cemetery, Clocktower, Frampton Terrace, Jubilee Gardens, play and recreational areas.

To ensure that the Council has a programme of planned maintenance and inspection and that all statutory duties of a service provider are fulfilled.

To ensure that the appropriate terms and conditions, policies and agreed working practices for the hire of facilities are in place and that the Council provides a high quality of service for its customers

Governance & Administrative Responsibilities

To ensure that the Councils standing orders and financial regulations are reviewed regularly and in particular to ensure that any changes required by changes in the law, guidance or best practice are implemented.

To ensure compliance with all statutory requirements, including the Local Government Acts, Freedom of Information Act, Data Protection legislation, and Equality legislation.

To ensure the efficient running of the Town Council offices, reviewing processes and procedures and updating where necessary, making best use of appropriate technology.

To ensure the preparation and circulation of agendas and supporting documentation for meetings of the Council and all its committees and subcommittees as necessary and to ensure the preparation and circulation of minutes, notes and reports for approval.

Manage elections, co-options, and councillor induction and training.

To research matters of interest to the Council, taking advice from specialists in particular fields and to prepare reports for circulation and discussion by the Council

To recommend when external specialist advice is needed and to ensure that the information is placed before the Council to assist members in making decisions.

To draw up on his/her initiative and as a result of suggestions by Councillors, proposals for consideration and to advise on the practicalities and likely effect of specific courses of action.

To receive correspondence and documents on behalf of the Council and to bring all relevant items to the attention of the members. To issue correspondence as a result of instructions of, or the known policy of the Council

To ensure the proper maintenance and safe custody of all Council records, deeds and documents.

Membership of the Society of Local Council Clerks, with regular attendance at branch and national meetings, along with attendance at relevant events hosted by the Dorset Association of Parish and Town Councils and the National Association of Local Councils.

Communications

To ensure openness and transparency in decision-making.

To act as the Councils representative as required, including attending meetings with key stakeholders and promoting the Council within the local community.

To develop and maintain good relationships with principal authorities and stakeholders.

To liaise closely with other Town and Parish Council and where appropriate, to participate in joint activities.

To represent the Council to members of the public and ensure that enquiries are dealt with sensitively and diplomatically.

To ensure management and maintenance of the Town Council website, and social media accounts.

To prepare press releases about the activities of the Council and to respond to ad hoc enquiries from the press.

To prepare for the Annual Town Meeting, ensuring that it provides an opportunity for local residents to participate

To ensure that relevant information on the Council and other related matters is made widely available to members of the public through traditional means such as the newsletter and noticeboards and also making best use of technology.

Personal Development

To attend training courses or seminars on the work and the role of the town Clerk as required by the Council

To seek out opportunities for personal development and self-improvement and to continually develop professional skills and knowledge

Other Responsibilities

To undertake such other responsibilities and functions as may be required from time to time by the Council, commensurate with the duties and responsibilities of the post.

Lytchett Minster & Upton Town Council

Town Clerk and Responsible Finance Officer

Person Specification

Category	Requirement	Essential	Desirable	Demonstrates criteria met (source)
Education, Training and Qualifications	CiLCA qualification (including the General Power of Competence) Degree or equivalent Other relevant recognised professional qualification	X	 X X	Application Form
Competences (Knowledge, abilities, skills, experience)	Experience of local government administration. Strong knowledge of local government law, finance, and governance. Excellent organisational, communication, and leadership skills. Ability to work independently and advise elected members professionally. Previous experience as a Town or Parish Clerk. Experience as a Responsible Financial Officer. A working knowledge and understanding of local government structure and practices including the powers & duties of a Town Council. Able to provide a continuation of use of the Power of General Competence A sound understanding of employment law. Excellent management of people, assets and resources and developing a team of staff.	X X X X X X X	 X X X	Application form and Interview

	Commercial knowledge and expertise to deliver on income targets in terms of building regeneration projects.		X	
	Knowledge of Health and Safety policies and general practice.	X		
	Ability to manage projects, delivering results to timescale and within budget	X		
	Experience of committee administration and ability to take clear and accurate minutes of meetings.		X	
	Ability to manage land, buildings, and other resources.	X		
	Ability to research and identify relevant information and act on it in a timely way.	X		
	Have a strong working knowledge of financial resource planning and budgetary control.	X		
	Cheerfulness, patience and a creative can-do attitude in relation to identifying and dealing professionally and effectively with challenges and problems.	X		
	The ability to communicate (both orally and in writing), effectively, confidently and sensitively to Councillors, colleagues, partner organisations, contractors, customers and the public.	X		
	The ability to exercise mature and good judgement, behave with discretion and maintain confidentiality appropriately.	X		
	Integrity and professionalism in undertaking all duties.	X		
	A commitment to implementing the agreed policies of the Council to the best of your ability regardless of your personal opinions.	X		
	Experience of local government and an interest in planning would be an advantage.	X		
	Demonstrated capability to work proactively, to identify both opportunities and risks and to organise and prioritise work to deliver organisational objectives and projects.	X		
	Demonstrated capability to work effectively and flexibly with a wide variety of organisations and personalities within a local community to ensure the Council	X		

	makes excellent service delivery to the community of Lytchett Minster and Upton its highest priority. Evidence of continued professional development and the acquisition of new skills, with a willingness to undertake continuous relevant training. Can-do approach to using resources to deliver the desired outcomes and impacts for the Council. High standards of integrity and confidentiality. Professional, impartial, and politically neutral. Strong attention to detail. Ability to manage competing priorities and deadlines.	 X X X X X X		
Community and Partnerships	Experience of community engagement. Can develop and maintain relationships with staff, local authorities, other public and private sector partners. To have a heart for public service within the community. Experience of working with community groups and managing volunteers. To be able to demonstrate leadership in managing change for staff, organisations, resources and engagement with key stakeholders. Demonstrated capability working within a small team to provide ad hoc and if necessary, hands-on support for colleagues to ensure service delivery.	X X X X X	X	Application form and Interview
Staffing	Enthusiasm and willingness to contribute to the effective functioning of a small staff team as a supportive and trusted colleague. An ability to both give and receive constructive criticism and contribute positively to improvements in your own work and that of colleagues. Able to provide leadership on behalf of the Council to employees, Members, and the community.	X X X		Application form and Interview

Technology and Social Media	Proactive and confident in the use of IT solutions (e.g., file sharing), website management and a range of social media and virtual meetings. Good IT skills and fully conversant with Microsoft Office applications. Experience of keeping websites up to date, or willingness to learn.	X X X		Application form and Interview
Other requirements	Understanding of the requirement to work hours to meet the work of the council which will include evening and occasional weekends. Willingness to undertake training and take responsibility for own professional development. Full driving licence and access to own vehicle.	X X X		Application form and Interview
Sector specific experience	Experience in all or some of the following will be desirable: - PR and media - Planning - External funding/grants - Freedom of Information (Act) Requests			