



CAMBOURNE TOWN COUNCIL

District of South Cambridgeshire

COMMITTEE CLERK/OFFICE MANAGER

JOB TITLE:	COMMITTEE CLERK/OFFICE MANAGER	
RESPONSIBLE TO:	Town Clerk	
RESPONSIBLE FOR:	Office Staff and Volunteers	
PURPOSE OF POST:	To work as part of the Town Council administration. Specifically, in providing support for the governance of the Town Council and Managing the office to ensure the Councils objectives are met. To support the Council in managing the Committee Functions.	
	Note Items in bold below are delegated from the Town Clerk and become part of the role holder's responsibility	
OVERALL RESPONSIBILITIES		
	1	To work with the Community Development Officer and Finance & Premises Officer to deputise for the Town Clerk ensuring the efficient execution of all decisions taken by the Council and all administrative functions.
	2	To notify the Clerk of issues that require the Councils attention preparing necessary reports. Relevant to their role.
	3	To manage the smooth operation of all the functions of the Town Council and to ensure that specific designated areas of work are successfully carried out. To ensure staff present a welcoming environment for the public and visitors to the Town Office.
		To assist with the smooth operation of all the functions of the Town Council and to ensure that specific designated areas of work are successfully carried out.
SPECIFIC RESPONSIBILITIES		
	4	To ensure that statutory and other provisions governing or affecting the running of the Council are observed
	5	The proper care, security and adequate insurance of all the Council's assets.
	6	To ensure that the Council's obligations for Risk Assessment are properly met.
	7	To prepare, in consultation with the Clerk, appropriate members, agendas and reports for meetings of the Council, Committees, Sub-Committees, Working Parties, including any

		joint meetings of this Council with other bodies for which the Council undertakes the administration in full or in part. To attend such meetings, take and prepare minutes for approval. Other than where such duties have been delegated to another Officer.
	8	With the Clerk ensure the execution of all matters relating to decisions reached by the Council its Committees, Sub-Committees, Working Parties.
	9	To attend all meetings of the Council and all meetings of its committees and sub-committees. Other than where such duties have been delegated to another Officer
	10	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 the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
	11	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 and to produce reports for circulation and discussion by the Council.
	12	In consultation with the Clerk draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
	13	To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment, effective performance, discipline, Health and Safety, welfare and work of other staff.
	14	To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
	15	To act as the representative of the Council as required.
	16	To issue notices and prepare agendas and minutes for the Town Meeting: to attend the assemblies of the Town Meeting and to implement the decisions made at the assemblies that are agreed by the Council. To place all the documents on the Councils Website.
	17	To prepare, in consultation with the Clerk and Chairman, press releases about the activities of, or decisions of, the Council.
	18	To ensure the proper care, security and usage of all the Council's property and equipment.

19	Support the Clerk to ensure the Council's operations within and compliance with all legislation with regard to burial and cemetery matters.
20	To liaise with local organisations from time to time.
21	To protect the Council's interests in all matters.
22	To provide progress reports as required on Council activities to Committee Chairmen and/or full Council.
23	Undertaking specific functions of the Town Clerk as agreed from time to time.
24	In liaison with the Town Clerk, ensuring the efficient daily operation of the Town Council Office. By undertaking administrative tasks, ensuring the rest of the staff have adequate support to work efficiently.
25	Assisting to represent the Town Council's interest in the development of Cambourne.
26	Attending meetings on behalf of the Council, acting as their representative and negotiating on the Council's behalf, when required.
27	Continuing to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and execution of the role of Committee Clerk.
28	Attending training courses, conferences or seminars as appropriate.

SPECIFIC TASKS:

Administration

29	The preparation and distribution of notices, agendas, minutes, reports and supporting documentation (delegating where appropriate) for meetings of the Council, its Committees, working parties (or other groups as directed) for which the Council undertakes the administration in full or in part. To attend such meetings, as required, prepare minutes for approval and execute decisions, in consultation with the Chairman and Town Clerk.
30	Ensure all planning responses are sent off.
31	Ensure the arrangements for the Town Annual General Meeting are put in place, including, booking venue, sending invitations, preparing Agendas and Minutes, collating, displaying and presenting community reports.
32	Organising and directly carrying out, the general office administration including - incoming and outgoing post, general correspondence, filing and ICT back-up, maintaining Council website and Council email addresses.
33	Ordering of office supplies and other equipment.
34	Dealing with general enquiries by telephone/personal callers and providing information and assistance.

	35	To assist with the lettings and bookings of Council premises and facilities, including invoicing, payment collection and receipt issue.
	36	Civic support, including secretarial support to the Chairman and Members, dealing with all correspondence and maintenance of the civic diary of engagements.
Staff		
	37	The Committee Clerk/Office Manager will be responsible, under the direction of the Town Clerk, for the supervision of (the Office) staff as identified in the staffing structure diagram, which is subject to periodic review, (and Booking Administrator and Caretaker/Cleaners) for the allocation of tasks whether of a routine or special nature.
	38	The Committee Clerk/Office Manager will be responsible, under the direction of the Town Clerk, for carrying out appraisals of the office staff as identified in the staffing structure diagram, which is subject to periodic review. (with the exception of the Clerk) and Caretaker/Cleaners)
	39	Ensuring compliance by the staff, as directed by the Town Clerk, on matters relating to Health and Safety at Work legislation and COSHH regulations; for discipline, timekeeping and the verification of timesheets.
Financial		
	40	To deputise in the absence of the Finance/Premises Officer.
	41	The computerised financial records of the Council including the preparation and payment of accounts and the maintenance, where appropriate, of salaries and wages records. Preparation of Purchase Invoices for payment, ensuring timely payment. Maintain cash books and prepare and input Purchase Invoices and Payments on computer. Reconcile invoices against goods received.
	42	Ensuring safe and secure banking and the maintenance and day to day operation of the Council's bank accounts, including physically banking of cash and cheques.
	43	Input Sales Invoices and Receipts on computer. Complete monthly VAT return and submit quarterly to Customs and Excise.
	44	Assisting with the collating and preparing the information necessary to meet the continued requirements of the Annual Audit, to prepare financial statements, audit trail and final balances sufficient to meet the requirements of the Audit and Accounts Regulations in force from time to time. To undertake at the Town Clerk's direction such internal audit checks on expenditure as may be required.
	45	To assist with the preparation of annual budgets and accounts including periodic monitoring and reporting. Assisting in producing final accounts for submission to the Council and the Auditor.
	46	Dealing with insurance claims.
Other Duties		

	47	The maintenance of all Burial Records, including the invoicing and collection of all fees, issuing of Certificates and liaison with undertakers.
	48	Maintenance and updating of asset register.
	49	Assisting as required at Town Council and other community functions, including - setting up and maintaining road closures and other duties that may be reasonably required. Outside normal working Hours
	50	Maintain records on Declarations of Registration of Financial and Other Interests, Registration of Gifts and Hospitality.
	51	To undertake any other appropriate duties as determined from time to time by the Town Clerk to achieve the aims and requirements of the Council including covering other posts in times of absence.
	52	Maintain a clean and tidy working environment.
Code of Conduct		
	53	The Committee Clerk will be required to abide by any National Code of Conduct for Local Government Employees that may be adopted by the Council and shall at all times act in a manner such as will not bring disrepute or criticism upon the Council.
	54	To conduct yourself in accordance with the Town Council's Equal Opportunities Policy and Equalities Act 2010.

Town Council Properties and Land areas:

- Village Greens at:
 - Great Cambourne.
 - Lower Cambourne
 - Upper Cambourne.

- The play areas and equipment within Cambourne including:
 - Great Cambourne Village Green Play Area.
 - Lower Cambourne Village Green Play Area.
 - Upper Cambourne Village Green Play Area.
 - Eco Park kick about area
 - Great Cambourne Cricket Pitch Play Area.
 - Skateboard Park.
 - Informal MUGA

- Buildings including their car parks, grass areas and flowerbeds thereon:
 - The Hub Community Centre.
 - Cambourne Town Office.
 - Sports Pavilion.
 - Lower Cambourne Cricket Pavilion.
 - Great Cambourne Cricket Pavilion.
 - Cambourne Sports Pavilion.
 - Bowls Pavilion.
 - Blue School.
 - Cambourne Youth Building.

- Sports Facilities including:
 - 3g ATP
 - Tennis Courts
 - MUGA,
 - Bowling Green
 - Sports Pitches.
 - Lower Cambourne Cricket Square and their outfield (county standard).
 - Great Cambourne Cricket Square and their outfield (county standard)

- Other Areas
 - Eastern Valley Country Park
 - Burial ground on the High Street.
 - Upper Cambourne Village Green Car Park.
 - Ponds and lakes.
 - Drainage ditches (keeping free flowing)
 - Green ways (inc. some managed for wildlife)
 - Brace Dean allotments.
 - Crow Hill allotments.
 - LAP's, POS's and open spaces the Town Council maintains under an agency basis (contract) verges, undeveloped land, schools and it becomes more and more every year and not just maintenance it can also include getting land ready for adoption, felling trees and spraying.

All other land and buildings that come into the Town Councils ownership/responsibility



CAMBOURNE TOWN COUNCIL

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Committee Clerk/Office Manager PERSON SPECIFICATION

Applicants should have the following: (E: essential, D: desirable)

- 1 Hold a CiLCA qualification (or equivalent) (D) or be willing to study for this (E).
- 2 Proven experience of staff supervision and successfully leading a team (E)
- 3 A full driving licence (E)
- 4 Experience of preparing agendas, distribution, taking minutes, and implementing the actions arising (E)
- 5 A good command of the English language and the ability to compose letters and reports, has achieved GCSE level C or higher (E)
- 6 A good mathematical ability, has achieved GCSE level C or higher (E)
- 7 The ability to regulate workload and be self-administrating(E)
- 8 A sound background and working knowledge of local government law, procedures, functions and structures, probably arising from previous experience senior administrative officer in a local authority (E)
- 9 Good people skills. Tact diplomacy and discretion (E).
- 10 Ability to work on own initiative (E)
- 11 Ability to work under pressure, prioritise workload and to meet deadlines (E)
- 12 Able to work flexible hours, especially evening meetings and some weekends (E)
- 13 Sound interpersonal skills, including the ability to communicate orally and in writing effectively and sensitively with elected members, other authorities or bodies and members of the public (E)
- 14 The ability to work to strict deadlines and to plan work efficiently under pressure (E)
- 15 The ability to assimilate information clearly and concisely and to maintain meticulous records (E)
- 16 Ability to deal confidently and sympathetically with Councillors, members of the public, other staff, local regional and national representatives of government agencies (E)
- 17 Working knowledge of Local Government financial matters including previous experience of setting budgets, budgetary control and monitoring (E)

- 18 The ability to relate to and work well with colleagues and to respond to a changing environment. This might involve the need to undertake/assist with the work of other team members during periods of absence (E)
- 19 Ability to contribute to the aims and objectives of the Council (E)
- 20 Presentational skills (E)
- 21 Knowledge of law and procedures of allotments (D)
- 22 Knowledge of law and procedures of burial grounds (E)
- 23 Knowledge of law and procedures of Health and Safety, Equality Act 2010, Crime and Disorder, National Code of Conduct etc (E)
- 24 Proven experience in use of Microsoft Office (E)
- 25 Proven experience of handling accounts in a public sector environment (D)
- 26 Experience of double entry book-keeping and of the maintenance of ledgers (E)
- 27 Experience of completing and submitting VAT returns (E)
- 28 Experience in the system for salary preparation, PAYE, Superannuation etc (E)
- 29 The ability to assist with the preparation of annual Estimates of Income and Expenditure and to monitor expenditure against approved budgets (E)
- 30 A proven record of good attendance and low un-certificated sickness. (E)



CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

Mission Statement

Cambourne Town Council will work with its residents and partners to make Cambourne a great place to live; providing an inclusive, accessible and sustainable environment; supporting and enhancing the local economy and continually reviewing and reducing its carbon footprint.

Objectives

- To develop a Council equipped for sustainable growth,
- Putting our residents at the centre of everything we do,
- To recognise, acknowledge and support the benefits brought by the diversity of our Community,
- To build a cohesive, inclusive community,
- To be a friend to the environment,
- To promote the reduction of the carbon footprint of Cambourne
- To maintain, enhance and promote the use of Open Spaces, Footpaths, Cycle Routes, Playgrounds and Country Parks to develop the health and social wellbeing of residents,
- To continue to develop good relationships and partnerships with local authorities, public bodies, and the private and voluntary sectors.

Cambourne Town Council Mission Statement
Adopted 3rd November 2020



CAMBOURNE TOWN COUNCIL
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Cambourne Town Council Staffing Structure 2022-23

