

## **The Royal Borough of Kensington and Chelsea**

### **Town Clerk and Executive Director of Finance**

#### **Job Outline**

##### **Main Purpose of the Job**

- Listen to, discuss matters with and respond to Councillors;
- With Derek Myers and others, derive the most value possible from bi- and tri-borough working, minimising cost and protecting sovereignty
- Support and challenge my direct reports;
- Make recommendations on resources;
- Maintain high standards of service, conduct, governance and policy
- Develop and communicate the borough's position to staff and others.

##### **Key Accountabilities**

- Most Corporate Services, notably Finance, Information Systems and Property
- Planning and Borough Development
- Housing (from mid-March 2012)

##### **Staff Directly Managed**

12

##### **Budget Responsibility 2011/12**