

JOB DESCRIPTION

Key Terms

Job Title:	Clerk to the Council and Responsible Financial Officer
Responsible to:	The Parish Council
Responsible for:	All property and financial resources
Hours:	Part time (12.5 hours per week) including some evening work
Pay:	£12.45 per hour, c. £8,000 pa
Location	Mainly home based but attendance at meetings required

Job Purpose

To carry out functions required by law as the Council's Proper Officer

Key Duties and Responsibilities: Clerk

1. To carry out all the functions required by law as the Proper Officer of the Council, and in particular to serve or issue all the statutory notifications required of a Local Authority's Proper Officer in a timely manner, including:-
 - (a) ensuring that all meetings of the Council are clerked and minutes approved, attending personally and maintaining Councillor attendance records;
 - (b) understanding planning and development issues as they affect the Council
 - (c) ensuring the confidentiality of those Council matters which are not in the public domain, to comply with all relevant law;
 - (d) taking appropriate action to ensure that all Council elections are arranged and held successfully;
 - (e) ensuring that all health and safety obligations required by the Health and Safety at Work Act and other related legislation are met and all necessary risk assessments are undertaken.
2. To advise the Council on, and assist in the formation of, all necessary policies to be followed in respect of the Council's activities, and in particular to produce all the information required for the Council to make effective decisions, including:-
 - (a) being the Council's adviser on all policy issues, including keeping up to date with current and forthcoming changes in legislation, advising the Council accordingly, and ensuring that all Council policies meet statutory requirements.
 - (b) receiving, issuing and drawing to the attention of the Council all correspondence and documents relevant to the activities of the Council;
 - (c) evaluating reports and other data relating to the activities of the Council, drawing up proposals and preparing reports for consideration by the Council (where appropriate drawing on external expertise),
 - (d) ensuring that, in consultation with appropriate Councillors, agendas for meetings of the Council and Committees are prepared and published;
3. To record and ensure the implementation of the instructions of the Council in connection with its function as a Local Council, in accordance with its policies, including:-

- (a) monitoring the implementation of the policies of the Council to ensure they are achieving the desired result and where appropriate suggesting modifications;
 - (b) organising and managing Council projects, including arranging all necessary actions including consultations, communications, and legal and technical requirements to achieve the objectives required by the Council;
 - (c) applying the principles of equality and equal opportunities
4. To be accountable to the Council for the effective management of all its resources, and to ensure that the Council's administrative functions and services are performed professionally, reporting to the Council as and when required, including:-
- (a) being responsible for the management, maintenance, cleanliness, use and security of all the Council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers;
 - (b) ensuring that the Council's IT systems and hardware is sufficient, up-to-date and secure, and kept under review for operational effectiveness;
 - (c) ensuring that the requirements of the Data Protection Act 2018 and the General Data Protection Act 2018 are complied with;
 - (d) maintaining such records and systems as are necessary for the effective administration of the affairs of the Council;
 - (e) producing and maintaining all deeds, leases, contracts, conveyances, licences and other legal or confidential documents, and ensuring that they are kept in a safe and secure manner.
5. To represent the Council on and to appropriate external bodies, and to ensure effective and mutually beneficial relations with Parishioners and others, including:-
- (a) acting as the official representative of the Council at relevant meetings of other relevant organisations as required;
 - (b) promoting the Council through its website and ensuring that the information is regularly and accurately updated and issuing the Council's communications to the agreed deadlines;

Key Duties and Responsibilities: Responsible Financial Officer

1. As the Council's Responsible Financial Officer to be responsible for all financial procedures and records, and the careful administration of its finances, in compliance with all statutory obligations affecting the running of the Council including:
- (a) being responsible as and carry out all the functions required by law of the Council's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council;
 - (b) acting as the Council's principal adviser on financial matters, and to be responsible for the careful administration of the Council's finances, and the proper application and maintenance of the Council's Standing Orders and Financial Regulations;
 - (c) advising the Council on and preparing the annual budget estimates of income and expenditure for revenue services, the capital budget programme and annual Precept requirements;
 - (d) monitoring and managing the Council's budget expenditure and income, and to

- provide the Council with a regular statement of income and expenditure under each heading in the approved annual revenue and capital budgets;
- (e) ensuring that the statutory internal and external audit requirements are undertaken and completed each year, and any consequential action taken;
 - (f) issuing and reporting on invoices for goods and services to be paid for by the Council, and to ensure such accounts are met and that: -
 - (g) all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally
 - (h) all payments made to the Council are recorded, any necessary receipts issued, all cash and cheques received banked, all associated records kept and any queries are investigated
 - (i) all necessary administration and banking procedures are arranged
 - (j) all necessary Revenue and Customs, VAT and pension financial returns and/or payments are completed and dispatched on time
 - (k) records, returns and public notices for the annual audit are prepared and the necessary public notices displayed
 - (l) appropriate financial IT systems are in place and operated securely;
 - (m) all necessary records are prepared for audit and VAT purposes;
 - (n) that the Council's obligations for financial risk management, including risk assessments, are properly met and where necessary risks are properly insured;
 - (o) ensuring that an annual equipment inventory and asset register are in place;
 - (p) advising the Council on and assist in the raising of funds by way of grants and sponsorship etc by following the necessary consultations and processes.

General Duties

1. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and to attend training courses or seminars on the work and role of the Clerk & Responsible Financial Officer and the Council's activities as required by the Council.
2. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.