

ROLE OF PROPER OFFICER (PARISH CLERK) & RESPONSIBLE FINANCIAL OFFICER

JOB DESCRIPTION

The list of duties in the job description is not to be regarded as exclusive or exhaustive. The Council may, at its discretion, require you to perform additional or other duties (commensurate with the grade of your post), either instead of, or in addition to, your normal duties; and may make minor amend your job description. Where substantive changes are to be made this would be by agreement and after consultation with you.

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

- *The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out

- *The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required

- *The Clerk will be the Responsible Financial Officer, under the Policy direction of the Council, shall be responsible for the proper administration of the Councils Financial affairs in accordance with S151 of the Local Government Act 1972. The RFO will be responsible for all financial records of the Council and the careful administration of its finances to ensure economy, efficiency, effectiveness and legal use of its resources

- * Undertake duties and delegated responsibilities as outlined in Standing Orders and Financial Regulations

- *The Clerk will be expected to utilise IT and be proficient in the Microsoft Office suite in order to carry out their role

Specific Responsibilities

1. To ensure that statutory legislation, regulation and other policy and procedural provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts, produce quarterly/annual financial reports, draft annual and three year comparison budgets, submit the precept levy to the principal authority, undertake payroll & associated payments, prepare records for AGAR audit purposes and in relation to VAT ie VAT126 reimbursement claims, manage insurance and other risks, maintain the Council's register of property and assets, and undertake all other duties as outlined in the Financial Regulations.

3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To manage Council assets including the public conveniences, seats, noticeboards, Beacon etc. Arranging and overseeing contractors in relation to maintenance of assets, purchase and installation of new assets, and in respect of other services the parish council provides.
5. To store Council equipment (ie laptop) and files securely at home address.
6. To prepare agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
7. To attend all meetings of the Council and all meetings of its committees and sub-committees.
8. 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 as required
9. To issue correspondence as a result of instructions of, or the known policy of the Council.
10. To liaise with principal and national park authorities as required, and any other organisations, and meet with representatives when required to resolve any issues that arise.
11. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
12. 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.
13. To ensure continuous communication with residents through information dissemination by: maintaining and updating the Council website; producing periodic Newsletters; and posting information on the Council noticeboards
14. To 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.
15. 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 and work of other staff.
16. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
17. To act as the representative of the Council as required.
18. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.

- 19.** To prepare, in consultation with the Chairman or at instruction by the parish council, press releases about the activities of, or decisions of, the Council if required.
- 20.** To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- 21.** If required by the Council, to work towards the achievement of ILCA/CILCA to improve the effectiveness in the position of Clerk to the Council.
- 22.** To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body, The Society of Local Council Clerks – the Council will pay your annual membership.
- 23.** To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council if required.