

Job Description

Parish Clerk and Responsible Financial Officer

Section 1: Role

The Clerk of the Parish Council will be solely responsible for the administration of the Council's business. The range of responsibilities expected of a new Clerk in order to fully fulfil the needs and best interests of the Parish Council are set out as follows:

- Act as Proper Officer and Responsible Financial Officer for Beckington Parish Council
- Fulfil the role of Clerk and Proper Officer to the Council
- Purchase goods and services on behalf of the Council as directed and within delegated powers
- Liaise with other authorities and bodies
- Manage the Council's IT systems and website
- Actively manage the Council's land and property assets to optimize revenue and value to the community
- Manage projects that deliver the objectives of the Council

Section 2: Duties

(i) Ensuring compliance with legal duties, Proper Officer

- Ensure that all statutory and other provisions governing or affecting the running of the Council are observed.
- Monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.

(ii) Managing Parish Council, Committee, and Parish meetings

- Prepare informative agendas for meetings of the Council, in consultation with appropriate Councillors and serve these in accordance with the Local Government Act 1972.
- Attend all meetings of the Full Council, take a formal minute of the meeting and

create an Action Log. Ensure that these actions are taken in advance of the following meeting.

- Prepare, and agree with the Chairs, the agendas for committee meetings, but attend and minute only key meetings where the Clerk's presence is required.
- Issue notices and agendas for the Parish Council's statutory annual meeting and the Beckington Parish Meeting.

(iii) Delivering Council's strategic purpose

- Support the development and monitoring of the Council's Strategic Plan and Neighbourhood Plan.
- Provide a regular update via a clerks report of all recent key activity to the Council meeting.
- Draw up, both on their own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council, and advise on the practicability and likely effects of specific courses of action.
- Bring forward draft policies and scheme proposals to reflect community needs.
- Receive correspondence and documents on behalf of the Council and, following known policy of the Council, respond on behalf of the Council.
- Draft responses to third party consultation exercises.
- Study reports and other data on Council's activities and on matters bearing on those activities. Where appropriate, discuss such matters with administrators and specialists in particular fields and produce reports for circulation and discussion by the Council.

(iv) Parish Administration

- Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format.
- Ensure adequate links are maintained to partner organisations to enable community contact to be established to report problems and seek information, notably via new website and partner presence from time to time to meet with residents
- Place and manage orders for the purchase and supply of goods and services.
- Market the Council's community venues for hire and manage the associated booking

systems.

- Ensure the letting and effective management of Parish allotments.
- Work collaboratively with the Chairs of all relevant committees in the oversight of those elements of the Council's business.

(v) Health and Safety

- Ensure that the Council's statutory obligations for the proper management of all Health and Safety matters are met; including the review of Council's Health and Safety Policy and the preparation (and oversight) of Risk Assessments, where necessary, for the safe management of Council business and activities.

(vi) Financial management

- Manage the annual budget for Council and its committees, and prepare financial statements on a monthly basis in accordance with financial regulations.
- Monitor and balance the Council's accounts and prepare records for audit and VAT purposes.
- Ensure that correct financial records are kept and that internal checking regimes are established.
- Receive and report on invoices for goods and services to be paid for by the Council and ensure that such accounts are settled within due timescales. Issue invoices on behalf of the Council for goods and services and ensure payment is received.
- Research and bring forward opportunities to apply for grants to support programme aspirations.
- To prepare draft estimates which, when approved, will form the annual budget for the year, and to report thereon as necessary.
- To submit the Precept to the Unitary Authority at the correct date.
- To take responsibility for the management of the payroll, ensuring prompt and proper payment of any deductions for Income Tax, National Insurance and pension fund.
- To prepare the Accounts and Annual Return for the Council each year and to submit them to Council for approval and to the External Auditor when required.
- To arrange for the appropriate Internal Audit in accordance with proper practices and the Council's Financial Regulations.

- To monitor compliance with the Council's Financial Regulations.
- To manage the risks faced by the Council and to recommend such insurance as is required (in particular Fidelity Guarantee) or is mandatory (Employers Liability).
- To maintain the Council's Asset Register.

(vii) Staff Management

- Manage their own work
- Work collaboratively with their nominated support Councillors (Chair/Vice Chair of Council / HR Committee) to draw up (by end February) an annual Work Plan for the year ahead based on this Job Description (covering the period 1st April – 31st March each year).

Monitor and report quarterly and hold an annual review by the end of April the following year.
- Continue to acquire and maintain the necessary professional knowledge required for the efficient management of the affairs of the Council, and join appropriate professional bodies e.g. The Society of Local Council Clerks.
- Attend training courses or seminars on the work and role of the Clerk, as agreed with the Line Manager.
- As a minimum requirement for effectiveness in the position of Clerk to the Council the candidate needs to have obtained a Certificate in Local Authority Administration (CiLCA) or give a commitment to work towards obtaining this qualification within 12 months of appointment
- Maintain records of staff hours, leave etc for sign off by appointed support Councillor.

(viii) Communications

- Manage the Parish Council's website and ensure it is accurate and up to date.
- Devise new ways to communicate with our community in order to find out their priorities and requirements.
- Attend if required regional / national conferences of representative bodies likely to have agenda items of interest affecting the future development of the Parish Council and report back to the Council on relevant issues
- Work cooperatively with the media to promote the role and a positive public

perception of the Council.

- Act as the representative or spokesperson of the Council as required.