

Kirkby Mallory, Peckleton and Stapleton Parish Council

JOB DESCRIPTION

Job Title:	Clerk to the Council and Responsible Financial Officer
Responsible to:	Parish Council
Responsible for:	All Council administration, financial management and professional guidance to Council.
Employment Status:	Part-time (12 hours per week) from home including some evening work for meetings
Salary scale:	£11.62 - £15.75 per hour, depending on qualifications and experience

Job Purpose

1. To ensure that the Council's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
2. The Clerk to the Council will be the Proper Officer of the Council and is under statutory duty to carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
3. To ensure that the Council's Standing Orders and Financial Regulations are correctly observed and implemented.
4. To be the Council's principal adviser on policy matters, to be responsible for all aspects of Health and Safety, manage the provision of Council services, land and resources and to promote the Council.
5. To advise the Council and provide the information necessary for making effective informed decisions and to carry out those decisions.

Duties and Responsibilities

1. To ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
2. To be the Council's principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.
3. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements.
4. To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and Committees in accordance with all statutory requirements and prepare minutes for approval.
5. To ensure that all meetings of the Council and all meetings of its Committees, are clerked, attending personally where required, and to maintain Councillor's attendance records.
6. To action all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.
7. To sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc on behalf of the Council.
8. To ensure the Council's planning obligations are met.
9. To provide general advice to the Council on the budget preparation process and ensure that all Management Reports are presented to the Council and the statutory External Audit requirements are completed each year.

10. To ensure that Council's budget is prepared and balanced and accounts raised and invoices paid and prepare records for audit purposes and VAT.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To be responsible for the management, maintenance and use of all the Council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
13. To act as the official representative of the Council at meetings of other relevant organisations as required.
14. To issue notices and prepare agendas and minutes for the Annual Parish Meeting, attend the Annual Parish Meeting and to implement the decisions made by the Council.
15. To maintain effective and positive press and public relations and prepare, in consultation with key Councillors, press releases about the activities of, or decisions of, the Council.
16. To take appropriate public relations action to enhance the profile and image of the Council and promote and protect the views/interest of the Council with all relevant external organisations or individuals.
17. To develop effective liaison and an effective working partnership with other relevant Borough/County Councils, other public authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council plays a full and effective role in issues affecting the area.
18. To work to improve, develop and up-date the Council's website.
19. To have an understanding of planning and development issues as they affect the Council area, in particular Neighbourhood Plans, the Local Development Plan, the Local Strategic Partnership, economic strategies and the HBBC Emergency and Resilience Plan and advise Councillors accordingly.
20. To ensure the casual vacancy process is followed when a Councillor vacancy arises. To explain the requirements of Ordinary Elections to all Councillors and undertake publicity for recruitment.
21. To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.
22. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
23. To obtain the Certificate in Local Council Administration (if not already gained) as a minimum requirement for effectiveness in the role.
24. To manage the arrangements to comply with the Data Protection Act 2018 and the General data Protection Regulations 2018.

Duties and Responsibilities: Responsible Financial Officer

The Parish Clerk also serves as the Responsible Financial Officer

Purpose of the Post:

1. To occupy the position of Responsible Financial Officer under S151 of the Local Government Act 1972 and act as the principal adviser on financial matters.
2. Alongside the role of clerk, to ensure the effective and proper management and control of the Council's financial affairs including:-
 - maintaining an overview of the Council's budgets
 - ensuring the Council's financial viability
 - ensuring that proper financial records and procedures are maintained

- providing all aspects of insurance
- ensuring that the Council complies with all requirements of Internal and External Audit
- financial reporting to the Council and Committees.

Main Duties and Responsibilities:

(a) Administration of Financial Affairs

1. To carry out all the functions required by law of a local authority's Responsible Financial Officer and in particular ensure that Financial Regulations are correctly observed, implemented and recommend revisions where necessary.
2. To be the Council's principal adviser on matters of financial management.
3. To manage and monitor the Council's budget expenditure and income and provide Council and Committees with regular reports under each heading in the approved annual revenue and capital budgets.
4. To advise the Council on its financial forward plan, strategy and policies and producing a rolling business plan.
5. To produce the draft annual budget and precept proposal for review and approval by Council..
6. To maintain all relevant financial records of the Council.
7. To ensure that adequate financial security and internal financial and accounting controls are in place and periodically reviewed and the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
8. To ensure that appropriate financial risk assessments are undertaken and relevant internal controls implemented to avoid bribery and corruption whilst ensuring that the Council gets best value for money on new contracts.
9. To ensure that appropriate and adequate insurances are maintained for the Council and claims are processed.
10. To compile and maintain the Council's asset register,
11. To work closely with, supply information and complete returns to internal and external audit and ensure that Management Reports are reported to the Council and the statutory external audit requirements are completed each year.
12. To ensure compliance with Financial Regulations and Standing Orders and recommend any necessary amendments to Council.
13. To prepare for approval the statutory external audit requirements for records, returns and public notices for the annual audit.
14. To make arrangements for the opportunity for inspection of the Council's financial records in accordance with the Audit Commission Act 1998 and the Accounts and Audit Regulations 2004.
15. To liaise with and bring to the attention of Councillors any correspondence or report of the Internal or External Auditors and detail any action to be taken as appropriate.
16. To report any challenge on the accounts to Councillors.
17. To advise and assist on the raising of funds by way of grants and sponsorship etc.
18. To ensure that all surplus Council funds are invested securely and to maximise income.
19. To ensure that the Council's obligations for risk assessment are properly met, to assess the financial risks faced by the Council and assist the Clerk to the Council in compiling and maintaining an accurate risk register.
20. To produce any financial management information and reports required by the Council or its' Committees.
21. To maintain records relating to the procurement of goods and services and ensure sufficient internal controls are implemented to avoid bribery and corruption.
22. To ensure that the requirements of the Bribery Act are complied with.

(b) Accounts

1. To process all purchase invoices for payment to suppliers including computer recording, preparing BACS payments and final ratification of invoices.
2. To prepare and issue invoices on behalf of the Council for goods and services and ensure that payment is received.
3. To record all payments made to the Council, issue any necessary receipts, receive and bank all income received and investigate and deal with any queries.
4. To complete all necessary Revenue and Customs, VAT, SSP and pension financial returns and make payments on time.
5. To maintain all necessary records in connection with the above.
6. To carry out bank reconciliations on a monthly basis..
7. To ensure that appropriate payroll and financial IT systems are in place and operated securely.
8. To prepare reports for submission to the relevant Committee of the Council.

(c) General

1. To attend, report and make presentations to any necessary meetings of the Council or its Committees,
2. To undertake all relevant correspondence in connection with the responsibilities of the post.
3. To attend conferences, seminars and training courses associated with the work and role of Responsible Financial Officer as required and authorised by the Council.
4. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.