

Alderwasley Parish Council

Clerk and Responsible Finance Officer to the Council

Job description

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 Council's Proper Officer.

The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its functions as a Local Council 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 Council's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The Clerk is the Responsible Financial Officer and will be responsible for determining the accounting system and the form of accounts and supporting records in support of the Parish Council. The Clerk will ensure that accounting systems determined are observed and that accounts and supporting records of the body are maintained in accordance with the proper practices and kept up to date.

Clerk

Ensuring compliance with legal duties

- Ensure that 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

Managing Parish Council, Committees and Parish Meetings

- Prepare, in consultation with appropriate members, informative agendas for meetings of the Council and Committees.
- Attend such meetings, prepare minutes for approval and create an Action Log. Ensure that these actions are taken in advance of the following meeting
- Issue notices and agendas for the Parish Council's meetings and the Parish Meeting. Attend and minute these meetings and implement decisions made

Delivering Council's strategic purpose

- Draw up, on own initiative or 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
- Research and advise on appropriate alternative funding sources and develop funding bids as agreed
- Update the Council's Action Plan in line with the Annual Budget Setting
- Bring forward draft policies and scheme proposals to reflect community needs
- 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.
- Issue correspondence as a result of instructions of, or the known policy of the Council in a timely fashion.
- 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.

Carrying out the business of the Council

Parish Administration

- Run the Parish Office as required to meet statutory requirements, including providing reasonable access to members of the public to view Council papers to which they are legally entitled to view.
- Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format
- Ensure that the Parish Councils assets are effectively recorded and managed
- Ensure the effective management of the Parish Cemetery
- Ensure the effective management of the Council's defibrillator

Health and Safety

- Ensure that the Council's statutory obligations for the proper management of all Health and Safety matters are met; including the preparation of risk assessments, where necessary, for the safe management of Council business and activities

Staff Management

- 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 those other staff.
- Undertake all required staff performance reviews
- Attend training courses or seminars on the work and role of the Clerk as required by the Council.
- Work towards the achievement of a Certificate in Local Authority Administration (CiLCA) as a minimum requirement for effectiveness in the position of Clerk to the Council (If CiCLA not already held)
- Continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council

- Keep abreast of all local government legislation affecting Parish Councils and communicate same to Parish Council.

Communications

- Manage the Parish Council's website and ensure it is up to date
- Identify items to post on the website and noticeboards
- Prepare, in consultation with the Chair and in accordance with policy, press releases about the activities of, or decisions of, the Council, so that the Council continues to provide an effective service to the local community.
- Act as the representative or spokesperson of the Council as required

Other

- Carry out such other responsibilities and function as shall from time to time be required by the Council

Responsible Financial Officer

Specific Responsibilities

1. Prepare financial reports to Council. Reports to cover budget monitoring, Council Fund Balances, Receipts to date. Payroll summary, payments of accounts and other relevant matters. Current bank statements to be submitted to each Parish Council meeting.
2. Prepare draft estimates. When approved by Council to form the annual budget for the following financial year and review the budget throughout the year and report thereon to the Parish Council
3. Submit precept to District Council and supply a breakdown if requested.
4. Enter all monies received and expended by the Council onto the accounting software package regularly. Ensure correct and sufficient codes are used and monies are distributed evenly throughout the financial year.
5. Enter regularly all monies received and expended by the Council.
6. Ensure that any money due to the Council is invoiced (where appropriate) promptly, and is in all cases collected promptly. Review all charges at regular intervals and report to the Council for consideration.
7. To ensure that the procedure for uncollectable amounts, including bad debts, to be written off is carried out in accordance with the Council's Financial Regulations.
8. Manage cash flow and control investments and bank transfers.
9. Control of cheques.
10. Overall management of payroll including Local Government Pension Scheme. Ensure payment of tax and national insurance to the Collector of Taxes either monthly, or where appropriate quarterly. Also ensure, where appropriate, prompt payment of sums due to the pension authority. The payroll must be reconciled with the financial accounts.
11. Overall responsibility for submission of VAT returns and dealing with VAT inspectors etc.
12. Review verification and allocation of suppliers' invoices prior to certification for payment.
13. Execute the Council's Financial Regulations on contracts as directed. Where contracts provide for payment by instalments, the RFO shall maintain a record

of such payments and ensure that the Council pays within the time specified in the contract.

14. Prepare and balance financial accounts of the Council and the Annual Return within the timescale set by the Accounts and Audit regulations 2001 and report thereon to the Council.
15. Make arrangements for the opportunity for public inspection of the accounts, books and vouchers at the appropriate time.
16. Monitor compliance with Council's Financial Regulations and ensure that correct financial systems are in place.
17. To retain all investment certificates and other similar documents.
18. Management of Insurance Risk. Process claims as necessary.
19. Prepare and promote a financial risk management policy statement in respect of all activities of the Council and prepare new policies where necessary.
20. The RFO will effect all insurances and negotiate claims on the Council's insurers. The RFO will keep a record of all insurances and ensure that this is reviewed annually by the Council.
21. Maintain Council's register of assets