

## **JOB DESCRIPTION: Parish Clerk and Responsible Financial Officer, Old Denaby Parish Council**

### **Section 1: Role Overview**

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

- Act as a Proper Officer and Responsible Financial Officer for Old Denaby Parish Council
- Purchase goods and services on behalf of the council
- Liaise with other authorities and bodies
- Manage the day-to-day business of the Parish Council
- Manage the Council's IT systems and website
- Actively manage the Council's land and property assets

### **Section 2: Duties**

#### **(i) Ensuring compliance with legal duties**

- Proactively keep up to date with relevant changes in legislation affecting local councils.
- Ensure that all statutory and other provisions governing or affecting the running of the council are observed.
- Ensure that the Standing Orders, Financial Regulations, Code of Conduct and Data Protection policy are reviewed annually or when the law changes, and that other policies are reviewed as appropriate. Make sure that the Council as a whole, councillors and staff are aware of our policies and procedures.
- Respond to requests made under freedom of information legislation and rights exercisable under data protection legislation.

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

- Prepare informative agendas for meetings of the Council and its committees, in consultation with appropriate councillors, taking account of the Council's Standing Orders and the committee Terms of Reference.
- Attend all meetings of the council and its committees, produce formal minutes of the meeting and ensure that these actions are taken in advance of the following meeting. Distribute minutes of meetings promptly afterwards.
- Issue notices and agendas for the Parish Council's statutory annual Parish Meeting in May each year.

#### **(iii) Delivering Council's Strategic purpose**

- Remain informed about relevant current legislation and other issues which affect the Council and the community.
- Advise on the impact of Council proposals and planned activities and suggest specific courses of action which might be taken.
- Receive correspondence and documents on behalf of the Council, and following known policy of the Council and in liaison with the appropriate councillors, respond on behalf of the Council.

#### **(iv) Parish Council Administration**

- Maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format.
- Manage councillor vacancies including co-option and elections. Hold acceptance of office forms and a copy of every councillor's register of interest.
- Ensure adequate links are maintained with partner organisations to enable community contact to be established and to report problems and seek information.
- Place and manage orders for the purchase and supply of goods and services.
- Maintain the Council's asset register and ensure that appropriate contracts, leases and licenses are in place for all land and assets that the Council owns.
- Manage the Council's response to planning applications making sure that the Council's response is sent to the planning authority on time.

#### **(v) Health and safety, risk and matters of insurance**

- Ensure the council's statutory obligations for the proper management of all health and safety matters are met, including the review of the Council's Health and Safety Policy.
- Arrange appropriate inspections and risk assessments where necessary, for the safe management of council business and activities.
- Present the results of risk assessments to the council and ensure that any actions identified in risk assessments are completed as directed by the Council.
- Ensure insurance cover is in place as is required and keep proper insurance records.

#### **(vi) Financial management**

- Meet the Council's obligations for internal and external audit. As soon as possible after 31 March, present a statement summarising the Council's receipts and payments for the year along with the accounting statement to go to the Council for approval.
- Manage and record receipts and payments accurately in the cashbook, making sure we pay promptly and that we are paid.
- Present financial reports as required, to include bank reconciliations, receipts and payments, and a quarterly report on expenditure against budget, highlighting any potential overspends.
- Prepare a draft annual budget for consideration by Council and submit the precept request, once approved by the Council, to the principal authority by the correct date.
- Maintain appropriate records, make proper returns and reclaims relating to VAT.
- Manage banking arrangements, cash flow, investments and bank transfers.
- Research and bring forward opportunities to apply for grants to support programme aspirations.

#### **(vii) Staff Management**

- Use HMRC RTI system to calculate staff wages, ensuring prompt and proper payment of deductions for income tax, national insurance and ensure that any legislative changes or statutory requirements are implemented promptly.
- Work with the Personnel Committee to effectively manage your own workload. Ensure a contract and job description is in place and up to date. Contribute positively to appraisals, set and monitor appropriate objectives and ensure appropriate training plans are in place.

#### **(viii) General**

- Manage the Parish Council's website and update any Council social media account to ensure it is accurate and up to date.
- Be able to give objective, unbiased advice to councillors and to maintain professional detachment from the views of councillors and the community.
- Balance the demands of the councillors and support the whole of the Council as a Corporate body.
- 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.

Subject to workload, the Clerk can be expected to be involved in other activities to support the Council, such as undertaking research and assisting the Council in communicating with the public, potentially through newsletters, information published on social media, and in the local press.

## Person Specification

### Essential Qualifications, Knowledge, Skills and Experience

<b>Criteria</b>	<b>Application</b>	<b>Interview</b>
Recognised numeracy and literacy qualification	X	
Certificate in Local Council Administration or readiness to undertake training to attain the CiLCA qualification	X	X
Experience of office and financial administration	X	
Sound book-keeping skills	X	
Highly organised with excellent planning skills and an ability to meet tight deadlines	X	X
IT literate with intermediate level MS Office skills including Outlook, Word, Excel and PowerPoint	X	
Ability to work unsupervised and use own initiative and work as part of a team	X	X
Willingness to complete further personal and professional development	X	X
Access to public transport or use of own car and current driving licence	X	X

### Desirable

#### Qualifications, Knowledge, Skills and Experience

<b>Criteria</b>	<b>Application</b>	<b>Interview</b>
Local government experience	X	X
Experience of communication with elected members	X	X
Working knowledge of parish or town council	X	X
Experience of minute taking	X	
Experience of customer complaints and FOI handling	X	
Electronic bookkeeping or financial system experience	X	
Knowledge of local government account and audit requirements	X	
VAT and or income tax knowledge/experience	X	
Experience of home working	X	X
Website development and administration	X	

### Personal attributes

<b>Criteria</b>	<b>Application</b>	<b>Interview</b>
Excellent communication and interpersonal skills		X
Friendly, approachable and diplomatic		X
A flexible, pro-active, and collaborative, 'can do' approach		X
Honesty, transparency and a willingness to improve practice		X
Treat people with equity and inclusively with respect for diversity		X
Willingness to work evenings for attendance at meetings		X
Flexible attitude to working arrangements to meet the council's needs		X