

# Kingsbrook Parish Council

## Job Description

### Clerk to the Council and Responsible Financial Officer

#### 1. Overall Responsibilities

- 1.1. 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.
- 1.2. 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.
- 1.3. 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.
- 1.4. 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.
- 1.5. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

#### 2. Clerk to Council

- 2.1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- 2.2. To ensure that the Council's obligations for Risk Assessment are properly met.
- 2.3. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
- 2.4. 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. To issue correspondence or documents on behalf of the Council as a result of instructions or Council policy.
- 2.5. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss

Job Description  
Clerk to Council and Responsible Financial Officer

such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.

- 2.6. To draw up both on their 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.
- 2.7. To supervise any contractors in keeping with the policies of the Council and to undertake all necessary activities in connection with the payment and conditions of employment.
- 2.8. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 2.9. To act as the representative of the Council as required.
- 2.10. To issue notices and prepare agendas and minutes for the Annual Parish Meeting to attend the assemblies of the Annual Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
- 2.11. To obtain quotations for works necessary to carry out the wishes of the Council and after consultation to place orders and ensure that the work is carried out satisfactorily.
- 2.12. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- 2.13. To liaise with county and district councils regarding matters pertaining to the Council.
- 2.14. To be a member of the local branch of the Society of Local Council Clerks and liaise with other clerks where necessary. Subscription is paid annually by the Council.
- 2.15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- 2.16. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
- 2.17. 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 as required.
- 2.18. To maintain the Parish Council website including, but not limited to, ensuring that it includes all relevant minutes, agendas, updates, events as well as any legal and statutory requirements.

### **3. Responsible Financial Officer**

- 3.1. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.

Job Description  
Clerk to Council and Responsible Financial Officer

- 3.2. To set up and run the Parish Council PAYE scheme, including ensuring auto enrolment requirements and pension regulator reports are submitted in a timely fashion.
- 3.3. To receive and report on invoices for goods and services to be paid for by the Council and to originate cheques for signature by authorised councillors ensuring that approved accounts are promptly met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received. Use online banking system where appropriate.
- 3.4. In consultation with the Council to prepare annual budgets for the Council in order to establish the annual precept.
- 3.5. Costing analysis for new areas of land responsibility to enable the Parish Council to decide on the suitability of adoption. To include, but not limited to, advising on increases required in the precept for the annual maintenance in comparison to the savings that could be achieved for the Parishioners on the current private maintenance charges.
- 3.6. The pro-active management of community assets including, but not limited to, bookings, managing contractors for works, setting budget requirements.
- 3.7. Keeping abreast and aware of all opportunities for income, including but not limited to, external funding opportunities.

Parish Council  
Date: August 2020