

# Kingsbrook Parish Council

## Job Description

### Clerk to the Council and Responsible Financial Officer – Part Time / Maternity Leave Cover

#### **Job Summary**

The Clerk to the Parish Council will be the Property 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. 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. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authorities activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its recourses and will report to them as and when required. The Clerk will be the Responsible Financial Office and responsible for all financial records of the Council and the careful administration of its finances.

#### **Duties – Clerk to the Council**

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.
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.
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.
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.

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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.
6. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
7. To ensure that the Council's obligations for Risk Assessment are properly met.
8. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
9. 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.
10. To 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.
11. 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.
12. 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.
13. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
14. To act as the representative of the Council as required.
15. 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.

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16. 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.
17. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
18. Ensuring the letting of allotments is in accordance with the legislation and in compliance with tenancy regulations and to ensure that records of allotment holders, waiting list, fee minders etc are maintained.
19. To liaise with county and district councils regarding matters pertaining to the Council.
20. 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.
21. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
22. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
23. 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.
24. 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.
25. To act as Line Manager for all other staff.

**Duties – Responsible Finance Officer**

1. Maintain the Council's finances on a day to day basis and carry out monthly reconciliations of payments and receipts against the Council's bank statements.
2. To prepare list of payments of invoices for the Council's approval and arrange BACS transfers/cheque payments.

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3. To ensure the Council's investments are reviewed regularly to maximise bank/investment interest.
4. To prepare details analyses of each Committee's expenditure/receipts.
5. To produce quarterly/annual claims for re-imbursement of VAT payments.
6. To ensure Council's asset register is updated regularly.
7. To prepare agendas, reports and associated documents for the Strategic and Finance Committee meetings.
8. To clerk the Strategic and Finance Committee meetings.

*This job description sets out the main duties as April 2021. Such duties may vary from time to time without changing the general character of the post or level of responsibility entailed.*