



**Gateforth Parish Council**

# **PARISH CLERK / RESPONSIBLE FINANCIAL OFFICER JOB DESCRIPTION**

## **DOCUMENT CONTROL**

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## KEY FACTS

<b>Job Title</b>	Clerk / Responsible Financial Officer
<b>Hours of work</b>	c.12 per month
<b>Scale point</b>	NJC, SCP 7-12, £25,584 – £27,711 (pro rata), plus £26 per month working from home allowance
<b>Place of work</b>	This role is <b>home based</b> but requires evening meeting attendance and site visits as appropriate in the vicinity of the parish

## OVERALL RESPONSIBILITIES OF THE ROLE

The Clerk of the Council is the Proper Officer of the Council and will also act as the Responsible Financial Officer. As such, the Clerk of the Council 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 of the Council is totally responsible for ensuring that all legal, statutory and other provisions governing or affecting the running of the council are observed; that the council's financial management and record keeping meets statutory standards; and that staff are managed in line with current legislative requirements and the council's own employment policies.

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.

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.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

## KEY JOB FUNCTIONS

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. The Clerk will carry out all of the functions conferred on the Proper Officer by statute or otherwise. Including, but not exclusively, ensuring all notifications required by law of the Proper Officer are served or issued. In particular, to prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees.
6. To produce information required for effective decision-making and to act as the council's advisor on, and assist in the formation of, policies in respect of its activities.
7. To be responsible for ensuring that the instructions of the council, in connection with its role as a local authority, are carried out and to ensure the council's lawful policies are implemented in such a way as to achieve the desired result. The Clerk will, if so required by Council, or on his/her own initiative, review and report on the policies of the Council and how effectively they are being implemented.
8. 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 as a result of instructions of, or the known policy of the Council.
9. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
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 his/her 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 monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
13. To act as the representative of the Council as required.
14. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
15. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
16. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
17. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
18. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
19. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.



## KEY SKILLS

- A user of a range of IT packages such as Word and Excel
- Can understand legislation, particularly law for local councils
- Understands the benefits of having robust council policies
- Is a good social interactor
- Good communicator
- Demonstrates patience
- Gives attention to detail
- Can work on their own initiative
- Are self motivated
- Able to deal with conflict
- Have knowledge of keeping accounts on a daily basis
- Have knowledge of producing year end accounts
- Has a good understanding of employment law
- Can manage other staff
- Has a knowledge of contract law
- Knowledge of undertaking risk assessments
- Knowledge of how to maintain websites
- Social media skills
- Knowledge of the planning and development system

