



Clerk to the Council & Responsible Financial Officer Job description

Overall Responsibilities

The Clerk to the Council is 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.

The Clerk is responsible for ensuring that the instructions of the council in connection with its function as a parish 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 accountable to the council for the effective management of all its resources and will report to them as and when required.

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

Specific Responsibilities

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.
- Prepare, in consultation with appropriate members, agendas for meetings of the council and committees.
- Attend all meetings of the full council and all meetings of its committees and sub-committees. Take the minutes of such meetings, maintain the action log and ensure actions are taken as agreed at the meetings.
- Issue notices and prepare agendas and for the Annual Parish Assembly. Attend and minute these meetings and implement the decisions made that are agreed by the council.

Delivering the council's strategic purpose

- Draw up both on their own initiative, and as a result of suggestions by Councillors, proposals for consideration by the council and advise on practicability and likely effects of specific courses of action.

- Bring forward draft policies and scheme proposals to reflect community needs.
- Receive correspondence and documents on behalf of the council and respond on behalf of the council as a result of instructions of, or the known policy of the council.
- Draft responses to third party consultation exercises.
- 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

- Manage the process for receiving tenders or quotes for the supply of goods or services to the council.
- Monitor contracts entered for the supply of goods or services and feedback to the council any issues identified.
- Place and manage orders for the purchase and supply of goods and services.
- Liaise with users of parish facilities to ensure their needs are met and they are aware of all relevant council policies.
- Act as data controller for the council and ensure compliance with all relevant legislation.
- Administer the North Hampshire lengthsman cluster of 14 parishes, liaising with the parish lengthsman co-ordinators and the lengthsman to ensure the grant money is appropriately spent.

Health & Safety

- Ensure that the council's obligations for the proper management of all health & safety matters are properly met; including reviewing the council's health & safety policy, and preparing and overseeing appropriate risk assessments.

Financial management

- Prepare the annual budget for presentation to and approval by the Finance Committee and the Full Council. Submit the precept request as instructed by the council.
- Monitor the budget against actual spend and prepare a quarterly variance report for the Finance Committee, together with a reconciliation of budget surplus/deficit to forecast surplus/deficit.
- Monitor and balance the council's accounts and prepare monthly accounts for presentation to the council.
- Prepare records for audit purposes and liaise with the internal and external auditors.
- Prepare records for the recovery of VAT.
- Issue invoices on behalf of the council for goods and services and ensure payment is received.
- Receive and report on invoices for goods and services to be paid for by the council and to ensure such accounts are met.

Communications

- Manage the council's website, ensuring it is accurate and up to date and provides useful information for parishioners.
- 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.
- Prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the council.

Maintain professional competence

- If not already held, work towards the achievement of the Certificate in Local Council Administration as a minimum requirement for effectiveness in the position of Clerk to the Council.
- Continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. Maintain membership of The Society of Local Council Clerks.
- Attend training courses or seminars on the work and role of the clerk.
- Organise appropriate training for councillors, as directed by the council.