

## **CHIDHAM AND HAMBROOK PARISH COUNCIL**

### **JOB DESCRIPTION**

#### **CLERK TO THE COUNCIL and RESPONSIBLE FINANCE OFFICER**

##### **Overall Responsibilities**

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.

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 (RFO) and responsible for all financial records of the Council and the careful administration of its finances.

##### **Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure that the Council's obligations for Risk Assessment are properly met.
3. To prepare a monthly report to the Full Parish Council on work undertaken in the previous month.
4. To prepare, in consultation with appropriate members, the summons to meetings and the agendas for meetings of the Full Parish Council, Planning Meetings and the Finance Committee. To attend such meetings and prepare minutes for approval at next scheduled meeting. To issue draft minutes to members of these groups within 10 working days of date of meeting. To attend other meetings held under the auspices of the Parish Council as requested. To implement the decisions made at the Parish Council Meetings as requested.
5. To receive written correspondence, documents and emails on behalf of the Parish Council. To forward and/or circulate informational emails to all Parish Council members; to notify Council members of all other requests / notices for action by email and to list these as part of The Clerk's Monthly report to be discussed at each Parish Council Meeting.
6. To issue correspondence, as requested, on behalf of the Parish Council.
7. To undertake, from time to time, any other task requested by the Parish Council in the interests of specific responsibilities of the Council.
8. To be the point of contact, by phone, email or in person, for matters of concern to local people. To record in the monthly report such contacts and concerns. If required, to agree the response with the Chairman of the Parish Council prior to the next Parish Council Meeting.

9. To provide a monthly financial report itemising all matters needing payment by the Parish Council or for agreed services that future invoices are related to, for goods and services. To ensure that information is clear and detailed on the exact nature of the payment required. Once agreed to ensure all accounts are settled in a timely manner. To monitor and report on the Council finances, income and expenditure at each Full Parish Council Meeting.
10. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
11. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
12. To prepare an annual budget relating to the basis for council precept in November annually for approval at December meeting.
13. To ensure the council's accounts are annually independently audited in accordance with the regulations.
14. To ensure that any reports and other data on activities of the Council are circulated to appropriate members for discussion.
15. When requested to advise on proposals for consideration by the Council, in relation to practicability and effects on specific actions.
16. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
17. To advise the Parish Council on compliance issues with regard to Open Governance, Transparency, General Data Protection regulation and policy, and to notify the Parish Council of any changes, new legislation and other matters.
18. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
19. To ensure that the Parish Council's website is up to date with the Parish Council's meeting agendas and meeting minutes; governance and other policy documents.

**Person Specification:**

The role of Clerk and RFO to the Parish Council demands a range of skills and experience, notably:

- Self-Starter – able to work independently, conscientiously and be able to plan time effectively
- Excellent communication skills – verbal, email, letter writing.
- Excellent computer skills – range of skills are required in for example MS Word and Excel
- To be calm and organised.
- To be able to be concise in reporting matters, in particular precising documents.
- To be competent at financial management, reconciliation and banking authorisations.
- To be able to fully support members of the Parish Council.
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FEBRUARY 2018