

## JOB DESCRIPTION

### CLERK AND RESPONSIBLE FINANCIAL OFFICER (RFO) TO THE COUNCIL

#### **Pay and Hours:**

£13.97 - £16.67 an hour (SCP 13-23), or £17.16-£19.05 (SPC 24-28) with CiLCA, depending on experience

Part-time - 30 hours per calendar month

Evening work required at monthly meetings, with additional committee meetings as required

Meetings are held on the last Tuesday of each month, except August and December.

#### **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 Clerk will be the Responsible Financial Officer 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 up to date, observed and reviewed on an annual/regular basis.
2. To monitor and balance the Council's accounts; prepare monthly budget monitoring reports; effectively manage all financial accounts; regularly reclaim VAT from, and pay any National Insurance or other payments to, HMRC and prepare all records and documents for internal and external audit purposes.
3. To ensure that the Council's obligations for Risk Assessment and insurance are properly met, and reviewed.
4. To issue notices and prepare agendas and minutes for Council Meetings: to attend Council Meetings and to implement the decisions made at the assemblies that are agreed by the Council.
5. To attend all meetings of the Council and all meetings of its committees and subcommittees.
6. 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 including lodging all representations made by the Council as statutory consultee on planning applications within the time frame given by the Local Planning Authority.
7. 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.

8. 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.
9. 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.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To act as the representative of the Council as required.
12. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
13. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
14. To work, if required, towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
15. 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.
16. To oversee the preparation of financial reports of the Council covering budget monitoring, fund balances, receipts and payments to date, payroll summary, payment of accounts and other relevant current matters.
17. To submit the Precept to the District Council / Unitary Authority at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
18. To prepare Financial Statements for each financial year and prepare Accounts and the Annual Return for Councillors and the public.
19. To monitor compliance with the Council's Financial Regulations.
20. To maintain the Council's asset register.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Educational qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English and Mathematics at grades A – C, or equivalent</li> <li>High level of literacy and numeracy</li> <li>A recognised qualification in local government administration or the commitment to study and obtain the ILCA and FILCA qualifications within six months and to obtain the Certificate in Local Council Administration (CiLCA) within two years of commencement of the post</li> </ul>	<ul style="list-style-type: none"> <li>A recognised qualification in local government administration, such as CiLCA</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Extensive experience of using MS Office</li> <li>Experience of working in a business finance setting</li> <li>Experience of dealing with members of the public in an appropriate manner</li> <li>Experience of producing minutes at meetings</li> <li>Experience of producing or interpreting financial reports</li> </ul>	<ul style="list-style-type: none"> <li>Previous local government experience/experience within a Town or Parish Council setting</li> <li>Experience of Wordpress for website</li> <li>Experience of using accounts/pay systems</li> </ul>
<b>Skills/ knowledge and aptitude</b>	<ul style="list-style-type: none"> <li>Excellent administrative and organisational skills</li> <li>Excellent IT skills and presentational skills</li> <li>Ability to problem solve and work on own initiative</li> <li>Ability to understand the legal frameworks and interpret policy</li> <li>Ability to provide sound and impartial advice to Councillors based on current legislation</li> <li>Ability to form and maintain sound working relationships with key stakeholders</li> </ul>	
<b>Communication Skills</b>	<ul style="list-style-type: none"> <li>Excellent communication skills both written &amp; oral and must possess and be able to demonstrate professional and constructive communication skills with Councillors, members of the public,</li> </ul>	

	contractors and other public & private sector organisations	
<b>Motivation &amp; ethics</b>	<ul style="list-style-type: none"> <li>• Ability to work diligently in a homebased environment</li> <li>• Ability to work effectively and efficiently under pressure and unsupervised</li> <li>• Trustworthy with confidential information • Self-motivated and confident with a flexible attitude to working</li> <li>• A track record of going above and beyond the basic job requirements to ensure that the Council is able to operate efficiently, effectively and trouble free</li> <li>• Able to attend evening meetings and demonstrate flexibility around the Council's requirements</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to travel within the Parish</li> </ul>	