

Clerk/RFO - Job Description

This job description covers the role of Proper Officer of the Council and statutory role of Responsible Financial Officer (RFO)

The Clerk is accountable to the Council for the effective management of all its resources and will report to it as and when required.

Purpose & Key Overall Responsibilities - Clerk

As the Proper Officer of the Council, develop and manage policy, strategy & operational activity across the Parish by working with elected council members, council staff and external bodies.

To carry out functions required by law of a local authority's Proper Officer and to issue all statutory notifications.

Provide leadership and support to Parish Council staff.

To seek opportunities for developing and/or improving the Council's services to meet the needs of the local community.

To act as the Responsible Financial Officer with responsibility for all the financial records of the Council and the careful administration of its finances

Specific Responsibilities – Clerk

Parish Administration & Managing Parish Council meetings & other Parish meetings

- To prepare in consultation with appropriate members, informative agendas for meetings of the full Council, nominated committees (Planning – Finance – Staffing), Parish meetings or assemblies
- To attend all meetings of the Council and all meetings of its committees and sub-committees, any Parish Meetings, public meetings or assemblies and prepare minutes for approval.
- Work collaboratively with the Chairs of all relevant committees in the oversight of those elements of the Council's business
- To serve or issue all the notifications required by law of a Local Authority's Proper Officer.
- To attend the assemblies of the parish meeting and to implement the decision made at the assemblies.
- Produce information required for making effective decisions at Council meetings and where appropriate implement decisions.
- Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format.
- Ensure adequate links are maintained to partner organisations to enable community contact to be established and to report problems.
- To ensure that all data protection requirements are being followed.

Staff & resources management

- Manage their own work and that of staff at Probus Parish Council.
- Maintain records of staff hours, leave etc.
- Supervise all members of staff as their line manager, in keeping with the policies of the Council and undertake all the necessary activities in connection with the management of salaries, conditions of employment and work.
- To supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.
- To maintain the Council's approved list of contractors; to seek tenders for goods, works and services as required by the Council. To report on the delivery of those contracts in accordance with the Council's standing orders and financial regulations.
- To attend training courses or seminars on the work and role of the Clerk as required by the Council and continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
- To encourage equality of opportunity in all aspects of Council business

Communication

- 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 in accordance with, the relevant policy of the Council.
- Manage the Parish Council's website via the contract with its web provider ensuring it is accurate and up to date.
- Produce articles for Probus News and other publications as required and in liaison with Councillors
- Devise new ways to communicate with our community to find out their priorities and requirements.
- Monitor and update relevant social media platforms as necessary.
- To act as a representative of the Council as required.

Health and Safety

- Ensure that the Council's statutory obligations for the proper management of all Health and Safety matters are met, including the review of policies and preparation of Risk Assessments, where necessary for the safe management of Council, property, facilities, business and activities.
- Complete and/or report on scheduled health & safety checks and keep up to date.

Financial – Responsible Financial Officer

- Fulfil the role of **responsible financial officer** for the parish council as set out under section 151 of the Local Government Act, which includes advising the council on its financial position and key controls to ensure sound financial management
- Prepare financial reports to the Finance Committee, and/or Council. Reports to cover budget monitoring, fund balances, receipts to date, payroll summary, payment of accounts, and on the relevant current matters.
- Prepare draft estimates. When approved by the Council to form and issue the annual budget. Monitor and report monthly.
- Prepare and submit the precept to the Council.
- Ensure that all money due to the Council is billed and collected promptly. Enter regularly (daily if necessary) all money received and expended by the Council
- Manage cash flow and control of transfers and investments, including control of cheques.
- Overall management of payroll. Ensure prompt payment of tax and national insurance to HMRC.
- Overall responsibility for submission of quarterly VAT returns and dealing with VAT inspections etc.
- Review verifications and code (where necessary) suppliers' invoices, prior to certification for payment.
- Prepare, balance, and sign final accounts in accordance with the statutory guidance published *in Governance and Accountability – A Practitioners Guide – 2017 Edition*.
- Produce accounts and records for external audit in accordance with the statutory guidance published *in Governance and Accountability – A Practitioners Guide – 2017 Edition*.
- Ensure Internal Auditor completes and signs the appropriate section of the Annual Return.
- Ensure that the Internal Auditor has access to all necessary paperwork at least twice a year and that the internal auditor presents reports to the Council.
- Identify the duties of all individuals dealing with financial transactions and ensure, as far as possible, the division of responsibilities of those officers in relation to significant transactions. In other words ensure that there is as much internal checking as possible in a small authority.
- To manage the risks faced by the Council and to recommend such insurance as it required or is mandatory.
- To maintain the Council's asset register.