

JOB DESCRIPTION

Job Title: Clerk & Responsible Financial Officer, Cottingham Parish Council

National Joint Council for Local Government scale point/s: 26-29 DOE

Overall Purpose of Job:

The postholder is the Proper Officer of the Council and as such is under a statutory duty to carry out all of 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 responsible for ensuring that the instructions of the Council in connection with its functions as a local authority are carried out.

The postholder is expected to:

- advise the Council on and assist in the formation of policies;
- to produce all the information required for the making of effective decisions; and
- to implement constructively all decisions.

The postholder is accountable to the Council, not to individual members, for the effective management of all of its resources and staff, and will report on such matters to the Council as and when required or through any committee system appointed by Council.

The post holder will also act as Responsible Financial Officer under the provisions of section 151 of the Local Government Act 1972. The main responsibilities of this post are contained in Section 18 of this Job Description.

Main Responsibilities:

- 1 To carry out all of the functions conferred on the Proper Officer by statute or by the Council.
- 2 To be responsible for ensuring that the statutory and other provisions governing the administration of the Council and its affairs are complied with.
- 3 To prepare the agendas for the annual calendar of meetings of the Council, its committees, and the Annual Parish/Town Meetings and to attend and prepare the minutes of such meetings.
- 4 To prepare the agenda for any extra-ordinary meeting of the Council called by the Chairman of the Council and to attend and prepare the minutes of such a meeting.
- 5 To receive hard-copy and electronic correspondence and documents on behalf of the Council and deal with such or bring such items to the attention of the Council. The post-holder will issue correspondence as a result of the instructions of, or the known policy of, the Council or where the post-holders has devolved authority to so do.
- 6 To study reports and other data on the activities of the Council and on matters bearing to those activities. Where appropriate, to seek advice from ERNLLCA, Officers of the Principal Authority, other specialists in particular fields or any other source the post-holder is of the opinion is appropriate.
- 7 The post-holder will be responsible for ensuring that all decisions of the Council, its committees and sub-committees are carried out accurately and as promptly as possible.

8	If so required by Council, or on their own initiative, to review and report on the policies of the Council and how effectively they are being implemented, having regard to value for money and benefit to the community.
9	To be responsible for supervision of other staff employed by the Council and ensuring that relevant statutory and contractual provisions covering the terms and conditions of employment of staff are observed.
10	If required by the Council, the post-holder will act as a representative of the Council at conferences, meetings, public enquiries and other similar events.
11	To be responsible for ensuring that any property is regularly inspected, maintained and adequately insured.
12	If required by the Council, the post-holder will attend such professional development events as are relevant to their role. In the normal course events the cost of training courses will be paid for by the Council.
13	If required by the Council, the post-holder will prepare and issue information about the activities of the Council to the press and other media organisations. The post-holder will keep a register of all statements given to the media.
14	To receive all information as may be required of members in respect of the Code of Conduct.
15	To manage all services operated by the Council.
16	To carry out functions arising out of authorities devolved to the post-holder by the Council.
17	Assist in the delivery of events organised by the Parish Council, this could include weekend work
18	To fulfil the role of Responsible Financial Officer which will include the following: <ul style="list-style-type: none"> A. To prepare financial reports for the Council or an appropriate committee to show [monthly/quarterly] financial activity against budget, fund and investment balances, with financial statements reconciled to the Council's bank and investment accounts. B. To prepare a schedule of accounts to be authorised for payment. C. To prepare a schedule of accounts paid in the previous [month/quarter] under devolved authority. D. To produce a balanced set of annual accounts reconciled to the bank and investment accounts in accordance with Council policy and any regulatory or legislative standards. E. To prepare draft estimates for approval and make such recommendations as may be necessary in respect of the precept. F. To submit the precept to the billing authority and supply any breakdown requested. G. To bank regularly all money received by the council. H. To ensure that all money due to the council is invoiced and paid promptly. I. To manage cash flow and control investments and bank transfers. J. To manage an appropriate accounting system. K. To handle the overall management of payroll and payments made to HMRC and any other parties. L. To make annual VAT returns and to deal with any VAT inspections.

	<ul style="list-style-type: none">M. To produce accounts and records for internal and external audit in accordance with regulations.N. To monitor compliance with the council's financial regulations.O. To manage insurance risk. To process claims as necessary. To report annually to the council on insurance risk.P. To maintain the council's register of property, assets and investments.
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Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties that reasonably correspond to the general character of their post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

PERSON SPECIFICATION

Job Title: Clerk and Responsible Financial Officer

Method of Assessment (MOA)

AF = Application Form

I = Interview

T = Test or exercise

ESSENTIAL CRITERIA	MOA
Knowledge and skills:	
Excellent organisational skills	AF, I
Ability to be able to communicate appropriately at all levels	AF, I
Ability to prioritise work and respond to changes in demand for services	AF, I
Ability to manage staff and resources	AF, I
Respect for confidential matters	AF, I
Experience or knowledge of accounting and preparation of financial statements (including estimates)	AF, I
Knowledge of local government in general	AF, I
Clear awareness of Government policies as they affect parish and town councils	AF, I
A highly developed level of political awareness	AF, I
Ability to deal with, and resolve, conflict situations	AF, I
Extensive knowledge of local government law, as it affects parish and town councils, and its application	AF, I
Ability to instigate and cope with change	AF, I
Experience:	
Experience of dealing with public	AF, I
Experience or knowledge of the preparation of agendas and minutes	AF, I
Experience or knowledge of working with and advising service users	AF, I
Knowledge and experience of both strategic and operational management practices and processes	AF, I

Clear understanding of the procedural and financial legislation and practices governing parish and town councils	AF, I
Track record of managing change	AF, I
Experience of, or knowledge of, attracting external funding	AF, I
Education and training:	
High level of literacy and numeracy	AF, I
Possession of, or willingness to work towards obtaining, the Certificate in Local Councils Administration	AF, I
Proficient in the use of IT and appropriate operating systems	AF, I
Working arrangements:	
Available to attend evening meetings	AF, I
Willingness to work both alone and as part of a team	AF, I
DESIRABLE CRITERIA	MOA
Skills and abilities:	
Ability to transfer skills learned in other sectors	AF, I
Experience:	
Experience of working with parish and town councils	AF, I
Experience of project management	AF, I
Education and training:	
GCE 'O' Level, or equivalent, in Mathematics and English	AF, I
Qualification in Administration	AF, I