

JOB DESCRIPTION

Job Title:	Clerk to the Council and Responsible Finance Officer
Responsible to:	Full Parish Council
Responsible for:	All Council staff, resources and financial matters
Employment Status:	Full time (37hrs per week) including some evening work and occasional weekends
Salary scale:	NJC Scale point 29-32 (Full time £32,910-£35,745) Hourly rate £17.06-£18.58

Job Purpose

1. To ensure that the Council's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
2. To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
3. To ensure that the Council's Standing Orders and Financial Regulations are correctly implemented.
4. To manage the Council's employees effectively and to be the Council's principal adviser on policy matters, be responsible for all aspects of Health and Safety, manage the provision of Council services, buildings, land and resources and to promote the Council.
5. To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.
6. To manage the Tibshelf Village Hall Charity in line with Charity Commission legal framework.
7. To supervise the council's property portfolio as per the asset register which includes:
 - Village Hall
 - Sportsground and Pavilion
 - Play Area and Outdoor Fitness Equipment
 - Cemetery
 - Allotments
 - Bus shelters & Roadside seats
 - Parish truck & machinery

Key Duties and Responsibilities

1. To ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
2. To be the Council's principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.
3. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements.

4. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
5. To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and Committees in accordance with all statutory requirements and prepare minutes for approval, other than where such duties have been delegated to another Officer.
6. To ensure that all meetings of the Council and all meetings of its Committees, Sub-Committees and Working Parties are clerked, attending personally other than where such duties have been delegated to another Officer, and to maintain Councillor's attendance records.
7. To receive and conduct all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.
8. To sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc on behalf of the Council and to secure planning and other consents on behalf of the Council as authorised.
9. To provide advice as appropriate to Council on the budget preparation process, the presentation of budget estimates and precept proposals to Committees and the Council and ensure that all Management Reports are reported to the Council and the statutory External Audit requirements are completed each year.
10. Ensure that Council's budget is prepared and balanced and accounts raised and invoices paid and prepare records for audit purposes and VAT.
11. To supervise the publication of the Council's Annual Reports.
12. To study reports and other data on activities of the Council and on matters bearing on those activities and where appropriate, to discuss such matters with consultants and specialists in particular fields and to produce reports for circulation and discussion by the Council.
13. To head the Council's paid service and manage all other members of staff in keeping with the policies of the Council and employment law and to ensure they perform to expected standards.
14. To arrange and/or undertake staff annual performance appraisals or reviews and deal with any redundancy, disciplinary, capability or grievance issues in accordance with the Council's policies and procedures.
15. To apply the principles of equality and equal opportunities as embodied in the Council's policies and practices to promote equality of opportunity and treatment and the appropriate attitude and behaviour for all employees.
16. To be responsible for the day to day management, maintenance and use of all the Council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
17. To act as the official representative of the Council at meetings of other relevant organisations as required.
18. To issue notices and prepare agendas and minutes for the Annual Meeting, attend the Annual Meeting and to implement the decisions made by the Council.

19. To manage the maintenance of effective and positive press and public relations and the preparation of, in consultation with key Officers and Councillors, press releases about the activities of, or decisions of, the Council.
20. To manage appropriate public relations and action to enhance the profile and image of the Council and promote and protect the views/interest of the Council with all relevant external organisations or individuals.
21. To develop effective liaison and an effective working partnership with other relevant District and County Councils, other public authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council plays a full and effective role in issues affecting the area.
22. To supervise the improvements and developments of the Council's website ensuring it's up to date and complies with the Website Accessibility Regulations 2018.
23. To lead the development and publication of the Parish Plan and produce a rolling business plan.
24. To have an understanding of planning and development issues as they affect the Council area, in particular the Local Development Plan, the Local Strategic Partnership and the Emergency Plan and advise Councillors accordingly.
25. To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.
26. To be the principal adviser to the Council on matters of ceremony, civic protocol, and develop relevant cultural, community and commercial links.
27. To obtain the Certificate in Local Council Administration (if not already gained) as a minimum requirement for effectiveness in the role.
28. To manage the arrangements to comply with the Data Protection Act 2018 and the General data Protection Regulations 2018.

Key Duties and Responsibilities: Responsible Financial Officer

29. As the Council's Responsible Financial Officer to be responsible for all financial procedures and records, and the careful administration of its finances, in compliance with all statutory obligations or other laws, provisions and notices governing or affecting the running of the Council including:
 - (a) being responsible as and carry out all the functions required by law of the Council's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council;
 - (b) acting as the Council's principal adviser on financial matters, and to be responsible for the careful administration of the Council's finances, and the proper application and maintenance of the Council's Standing Orders and Financial Regulations;
 - (c) ensuring that the Council's finances are effectively managed and monitored, and to advise the Council on its financial forward plan, strategy and policies;
 - (d) advising the Council and its Committees on and prepare the annual budget estimates of income and expenditure for revenue services, the capital budget programme and annual Precept requirements;
 - (e) monitoring and managing the Council's budget expenditure and income, and to provide the Council and Committees with a regular statement of income and expenditure under each heading in the approved annual revenue and capital budgets;
 - (f) ensuring that all Management Reports are reported to the Council, and the statutory internal and external audit requirements are undertaken and completed each year, and any consequential action taken;
 - (g) issuing and reporting on invoices for goods and services to be paid for by the Council, and to

ensure such accounts are met and that: -

- all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally
 - all payments made to the Council are recorded, any necessary receipts issued, all cash and cheques received banked, all associated records kept and any queries are investigated
 - invoices are prepared and issued on behalf of the Council for goods and services to ensure payment is received
 - all necessary records in connection with the above are maintained
 - all necessary administration and banking procedures are arranged to ensure that all full- and part-time staff wages and salaries are paid
 - petty cash accounts are operated properly, and all associated records of purchases are maintained
 - all relevant rents or charges are collected for relevant Council services and facilities
 - all necessary Revenue and Customs, VAT, SSP and pension financial returns and/or payments are completed and dispatched on time
 - records, returns and public notices for the annual audit are prepared and the necessary public notices displayed
 - appropriate financial IT systems are in place and operated securely;
- (h) monitoring and ensuring that the Council's accounts are controlled, and the Council informed of the ongoing financial situation;
- (i) ensuring all necessary records are prepared for audit and VAT purposes;
- (j) ensuring that the Council's obligations for financial risk management, including risk assessments, are properly met and where necessary risks are properly insured;
- (k) ensuring that adequate financial security, and internal financial and accounting controls, are in place and periodically reviewed, and the accounting records of the Council are maintained and kept up to date in accordance with proper practices;
- (l) ensuring that an annual equipment inventory and asset register are in place;
- (m) advising the Council on and assist in the raising of funds by way of grants and sponsorship etc by following the necessary consultations and processes.
- (n) ensuring that all surplus Council funds are invested securely and income maximised;
- (o) to ensure that the Bribery Action requirements are complied with.

General Duties

30. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and to attend training courses or seminars on the work and role of the Clerk & Responsible Financial Officer and the Council's activities as required by the Council.
31. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.