

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 £39,862 -£42,839 Hourly rate £20.66-£22.20) |

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 be responsible for ensuring that the instructions of the Council are carried out constructively and to produce all the information required for making effective decisions.
3. 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.
4. To ensure that the Council's Standing Orders and Financial Regulations are correctly implemented.
5. To manage the Tibshelf Village Hall Charity in line with the Charity Commission legal framework.

Key Duties and Responsibilities

1. To be the Council's principal adviser on all policy issues, to monitor the implemented policies of the Council to ensure they are achieving the desired result, and to keep services and activities under continual review to identify, plan and implement improvements in quality, efficiency and effectiveness.
2. To ensure that all statutory and other provisions governing or affecting the running of the Council are observed, and to advise Councillors on all relevant procedures and regulations.
3. To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and Committees and prepare minutes for approval, other than where such duties have been delegated to another officer.
4. To ensure that all meetings of the Council and all meetings of its Committees, Sub-Committees and Working Parties are appropriately clerked, attending personally other than where such duties have been delegated to another officer.
5. To head the Council's paid service, managing all other members of staff effectively, in accordance with the policies of the Council and employment law. This will include arranging and/or undertaking regular staff performance appraisals and dealing with any redundancy, disciplinary, capability or grievance issues.
6. To promote equality of opportunity and treatment and appropriate attitudes and behaviours by and towards all employees.
7. To be responsible for the day to day management, maintenance and use of all the Council's properties and facilities as per the asset register, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
8. To receive and conduct all necessary and appropriate correspondence on behalf of the Council in accordance with the instructions, or known policy of, the Council or, as appropriate, bring relevant items to the attention of the Council.

9. To sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc on behalf of the Council.
10. To study reports and other data on matters bearing on the Council's activities and, where appropriate, to discuss such matters with consultants and specialists in particular fields and to produce reports for discussion by the Council.
11. To act as the official representative of the Council at meetings of other relevant organisations as required, and to develop effective liaison and working partnerships with them, to ensure that the Council plays a full and effective role in issues affecting the area.
12. To manage the maintenance of effective and positive press and public relations, to enhance the profile and image of the Council and promote the views/interest of the Council, and to prepare, in consultation with key officers and Councillors, press releases about the activities or decisions of the Council.
13. To supervise continual improvement and development of the Council's website and social media, ensuring they are up to date and comply with relevant Accessibility regulations.
14. To facilitate development and publication of a Parish Plan in accordance with the Council's strategy, and to produce a rolling business plan.
15. To have an understanding of planning and development issues as they affect the Council area and advise Councillors accordingly.
16. To ensure that the Council's obligations for risk assessment and insurance are properly met, and that all obligations under the Health & Safety at Work etc Act and associated legislation are met.
17. To be the principal adviser to the Council on matters of ceremony and civic protocol, and to develop relevant and appropriate cultural, community and business links.
18. 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 relevant statutory obligations, including:
 - (a) carrying out all the functions required of the Council's Responsible Financial Officer under S151 of the Local Government Act 1972;
 - (b) ensuring the proper application and maintenance of the Council's Financial Regulations;
 - (c) advising the Council on its financial forward strategies and plans;
 - (d) preparing and presenting draft budget (revenue & capital) and precept proposals to Committees and the Council, and obtaining timely agreement;
 - (e) ensuring that all accounts are raised and all invoices paid, and that all Internal and External Audit requirements are completed to the required timescales;
 - (f) continuously monitoring and managing the Council's emerging expenditure and income, providing the Council and Committees with regular reports thereof;
 - (g) all necessary activities in connection with the management and accurate payment of employee salaries and expenses
 - (h) ensuring appropriate financial IT systems are in place and operated securely;
 - (i) ensuring that adequate internal control processes are in place and periodically reviewed;
 - (j) ensuring that the equipment inventory and asset register are reviewed at least annually.

General Duties

19. To continue to acquire necessary professional knowledge for the efficient management of the Council's affairs and to attend training courses/ seminars as appropriate. To obtain the Certificate in Local Council Administration as soon as reasonably practicable, as a minimum requirement for effectiveness in the role.
20. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.