

## **Clerk and Responsible Financial Officer to the Council**

### **JOB DESCRIPTION**

#### **OVERVIEW OF RESPONSIBILITIES**

- The Clerk is the Proper Officer of the Parish Council (PC) and under a statutory duty to carry out all the functions required of that post in law; in particular, to serve/issue all the notifications of the PC.
- The Clerk is responsible for ensuring that the instructions of the PC in connection with its function as a Local Authority are carried out.
- The Clerk is expected to advise the Parish Council on, and help in the formation of, overall policies to be followed in respect of its activities. This includes producing all the necessary information required for making effective decisions and overseeing their implementation
- The Clerk is accountable to the PC for the astute management of its resources and assets, reporting to the PC as and when required
- The Clerk is the Responsible Financial Officer of the PC, with responsibility for its financial records and administration, reporting to the PC as and when required

#### **SPECIFIC RESPONSIBILITIES**

##### **Policy and Projects**

- Ensure that all statutory, legal and other provisions and obligations affecting the running of the PC are observed
  - Ensure that the PC's obligations concerning Risk Assessment are met
  - Monitor the adopted policies of the PC to ensure they are in step with legislation, being observed and achieving the intended outcomes; recommend appropriate modifications as necessary
  - Draw up reports on current / potential PC matters and business on own initiative, or as requested by councillors, for consideration by the PC, with assessment of the practicality and potential consequences of courses of action
  - Draw up reports on new legislation and external policy on own initiative, or as requested by councillors, that may impact the PC, with assessment of any implications for the PC
  - Manage all projects of the PC Financial Management
  - Prepare monthly income, expenditure and bank reconciliation statements, for approval
  - Administer and reconcile the PC's accounts and prepare annual VAT reclaim, internal audit documentation and AGAR
  - Prepare the annual budget forecast of the PC and suggested precept request, for approval
  - Report invoices for goods and services issued to the PC and ensure such accounts are settled
  - Issue invoices on behalf of the PC and ensure payment is received
  - Prepare specifications and tender documents for contractors' works
  - Liaise with contractors and monitor works to completion Local and Statutory Authorities
  - Act as the principal contact for the PC with Hampshire County Council (HCC) and Basingstoke & Dean District Council (BDBC)
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## **Planning**

- Liaise as necessary with planning authorities to which the PC is a consultee, requesting extensions to consultation time as needed and ensuring timely submission of responses

## **Administration for the PC**

- Prepare agendas for formal meetings of the PC, committees and sub-committees in consultation with nominated councillors
- Issue notices for the Annual Parish Meeting
- Attend such meetings and prepare minutes and any follow-up actions for approval and implementation
- Attend all other meetings of the PC and conferences as reasonably required

## **Website and communications**

- Manage the PC's website, liaising with the website host as necessary. Post items to the website, including agendas; minutes; reports; news items; other relevant notices
- Post agendas and other notices on the three PC noticeboards
- Manage the Clerk's email account, actioning responses to enquiries and correspondence as necessary
- Receive and process other correspondence and documents on behalf of the PC
- Produce and issue correspondence as instructed by the PC

## **Training and Development**

- Attend training courses or seminars on the duties and role of the Clerk as required by the PC
- Work towards the status of being a CiLCA qualified (or equivalent) Clerk and attend any training necessary to develop practical, procedural and policy knowledge
- Continue to acquire any necessary professional knowledge that would assist the efficient management and development of the PC and its activities

## **Additional Duties**

- Act as the representative of the PC as requested or required
  - Carry out any additional functions as may be required to deliver the PC's statutory duties
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