BARNETBY -LE – WOLD

PARISH COUNCIL

CLERK AND RFO -

JOB DESCRIPTION

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| Job Title: Clerk and Responsible Financial Officer  Barnetby -le Wold Parish Council | | Scale point/s 17 - 21 |
| Overall Purpose of Job:   * The Clerk to the Council 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 will be responsible for ensuring that the instructions of the Council in connection with its functions as a third-tier Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies * to be followed by the Council’s activities and in particular to produce all the information required for the making of effective decisions and to implement constructively all decisions. * The person appointed will be accountable to the Council, not to individual members, for the effective management of all of its resources and staff, and will report 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 which is a post that every council must under section 151 of the Local Government Act 1972. The main responsibilities of this post are contained in Section 716 of this Job Description. | | |
| 1  2  3  4  5  6  7  8  9  10  11  12  13  14  15  16  17 | Main Responsibilities:  To carry out all of the functions conferred on the Proper Officer by statute or otherwise.  To be responsible for ensuring that the statutory and other provisions governing the administration of the Council and its affairs are complied with.  To prepare the agendas for all meetings of the Council, and its committees, and any Annual Parish meeting and to attend all such meetings and prepare the minutes of such meetings. issue notices of all meetings in the press, noticeboa  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 Clerk 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.  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 Clerk or the Council is of the opinion is appropriate.  The Clerk 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.  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.  To be responsible for supervision of the Cemetery Clerk and contractors employed by the Council and ensuring that relevant statutory and contractual provisions covering the terms and conditions of employment of staff are observed.  If so required by the Council, the Clerk Clewill act as a representative of the Council at conferences, meetings, public enquiries and other similar events.  The To Be responsible for preparing and keeping up-to-date a register of the Council's assets and property, ensuring that the property is regularly inspected and maintained and ensuring that it is covered by adequate insurance.  If so required by the Council, the Clerk will attend such professional development events as are relevant to the own responsibilities of the Clerk of the Council. In the normal course events the cost of training courses will be paid for by the Council.  If so required by the Council, the Clerk will prepare and issue information about the activities of the Council to the press and other media organisations. The Clerk will keep a register of all press releases given to the media.  To receive all information as may be required of members in respect of the Code of Conduct.  To manage all services operated by the Council.  To carry out functions arising out of authorities devolved to the Clerk.  To ensure that the Council web-site is current and updated in accordance with The Transparency Code.  work within any Council Quality Accreditation scheme adopted by The Council  The Clerk for the Parish Council will also serve as the Clerk to The Trustee or the Recreational Field Charity. As such, they will be responsible for carrying out tasks and duties in compliance with Charities Commission and Charitable Law, and ensuring that the Trustee charity acts in the best interest of the Charity.  To fulfil the role of Responsible Financial Officer which will include the following:  To prepare monthly financial reports for the appropriate committee, and/or the council to cover budget monitoring, fund balances, receipts to date, payroll summary,   * payment of accounts and other relevant current matters. * To prepare draft estimates for approval. . * To submit the precept to the billing authority and supply any breakdown requested. * To bank regularly all money received by the council. * To ensure that all money due to the council is billed and collected promptly. * To manage cash flow and control investments and bank transfers. * To control payments. * To manage an appropriate accounting system. * To handle the overall management of payroll and payments made to HMRC and any other parties. * To make quarterly VAT returns and to deal with VAT inspections. * To prepare and balance final accounts in accordance with the regulations and Council requirements. * To produce accounts and records for internal and external audit in accordance with regulations. * To monitor compliance with the council’s financial regulations and other policies. * To manage insurance risk. To process claims as necessary. To report annually to the council on insurance risk. * To maintain the councils register of property and assets. | |
| 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. The Council may require the post holder to undertake a check under the Disclosure and Barring Service where contact with vulnerable people may occur.. | | |

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| Prepared by: | Date: |
| Agreed by: Council | Date: |