



## **JOB DESCRIPTION**

### **CLERK/RFO TO HECKINGTON PARISH COUNCIL**

#### **Overall Responsibilities**

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all 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 totally responsible for ensuring that the instructions of the Council in connection with its function as a 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 in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances. A Responsible Financial Officer (RFO) must be appointed by each local council in accordance with the Local Government Act 1972 Section 151.

#### **Specific Responsibilities**

- 1.** To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- 2.** To ensure that the Council's obligations for Risk Assessment are properly met.
- 3.** To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval. Other than where such duties have been delegated to another Officer.
- 4.** To attend all meetings of the Council and all meetings of its committees and sub-committees. Other than where such duties have been delegated to another Officer.
- 5.** To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.

- 6.** To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- 7.** To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- 8.** To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
- 9.** To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
- 10.** To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 11.** To act as the representative of the Council as required.
- 12.** To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
- 13.** To prepare, in consultation with the Council, press releases about the activities of, or decisions of, the Council.
- 14.** To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- 15.** To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
- 16.** To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council - (possibly via membership of the professional body The Society of Local Council Clerks or its equivalent)
- 17.** To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
- 18.** To prepare financial reports of the Council covering budget monitoring, fund balances, receipts and payments to date, payroll summary, payment of accounts and other relevant current matters.
- 19.** To prepare draft estimates which, when approved, will form the annual budget for the year, and to report thereon as necessary.

- 20.** To submit the precept to the District Council/Unitary Authority at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
- 21.** To bank regularly all money received by the Council.
- 22.** To ensure that all money due to the Council is billed and collected promptly.
- 23.** To manage the cash flow and to control investments and bank transfers.
- 24.** To control payments made by cheque.
- 25.** To take overall responsibility for the prompt submission of VAT Return Forms or repayment claims.
- 26.** To verify, analyse for accounts purposes, and to authorise suppliers' invoices for recommendation for payment.
- 27.** To prepare Financial Statements for each financial year for councillors and the public.
- 28.** To prepare the Accounts and the Annual Return for the Council each year and to submit them to Council for approval and to the Auditor when required.
- 29.** To arrange for appropriate Internal Audit in accordance with Financial Regulations.
- 30.** To manage the risks faced by the Council and to recommend such insurance as is required or is mandatory (Employer's Liability and Fiduciary Guarantee).
- 31.** To maintain the Council's asset register.
- 32.** This role requires an element of flexibility and the post holder may be required to undertake tasks relevant to the role which are not specifically detailed here.