



# **MEDSTEAD PARISH COUNCIL CLERK AND RESPONSIBLE FINANCE OFFICER**

## **JOB DESCRIPTION**

### **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 (RFO) who is responsible for all financial records of the Council and the meticulous administration of all aspects of its finances.

To give a commitment to hold the Introduction to Local Council Administration (ILCA) qualification within 12 months and to obtain the Certificate in Local Council Administration (CiLCA) within two years of commencement of the post.

### **Specific Responsibilities – Parish Clerk**

1. To ensure that statutory and other provisions affecting the running of the Council are observed.
2. Prepare, in consultation with appropriate members, annual budgets and precept calculations for presentation to Council.
3. To ensure that the Council's obligations for Risk Assessment and management are properly met.

4. To prepare, in consultation with the appropriate members, agendas for meetings of the Council and Committees, ensuring that the agendas are posted on the Parish Council website in line with the required timescale. To attend such meetings and prepare minutes for approval.
5. To attend all formal scheduled meetings of the Council and all meetings of its Committees.
6. To receive and deal with, in accordance with the Council's procedures, all correspondence and documents.
7. To draw up reports on his/her own initiative and as a result of suggestions by councillors. To present these reports for consideration by the Council. To advise on the practicality and likely effects of specific courses of action.
8. Manage and monitor all Council let contracts including those for the maintenance of the Cemetery, Village Green and the Wildflower Meadow plus the Day Work contractor, ensuring that all works are carried out in a timely and efficient manner in accordance with the agreed contracts.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired results, ensuring they are up to date and relevant and, where appropriate, suggest changes.
10. To act as the representative of the Council as required.
11. To issue notices, prepare agendas, attend and record minutes for the Annual Parish Meeting.
12. To maintain cemetery records, allocate and reserve burial plots, liaising with funeral directors and others as required.
13. To prepare, in consultation with the Chairman, press releases about the activities or decisions of the Council.
14. To regularly update the Parish Council website, ensuring that documents are posted in line with transparency regulations.
15. To attend relevant training courses or seminars as required by the Council.

## **Specific Responsibilities – Responsible Financial Officer (RFO)**

1. To maintain the robust system of bookkeeping so as to define at any time the current income and expenditure of the Council and the Council's assets and liabilities.
2. To reconcile, at least monthly, the balances shown by the books of account and by bank statements for all bank accounts held by the Council, including the Wake Trust.
3. To receive and report on invoices for goods and services for the Council and to ensure such accounts are met. To issue invoices on behalf of the Council and to ensure payment is received.
4. To report regularly to the Council and / or its Finance & General Purposes Committee on the monitoring of actual income and expenditure against budgets set by the Council.
5. To maintain control over the payment of staff remuneration, including administration of income tax, pension and National Insurance and the preparation and timely submission of all quarterly and year-end returns and statements as required by HM Revenue & Customs.
6. To maintain appropriate records relating to Value Added Tax and to make proper returns to and / or reclaims of VAT from HM Revenue & Customs.
7. To prepare the annual accounts for approval by the Council.
8. To meet the Council's statutory obligations for annual internal and external audit of the Council's accounts, publishing the detail as required on the Parish Council web site.
9. To prepare the draft annual Budget and Precept proposals for consideration and approval by the Council and / or its Finance & General Purposes Committee, all in accordance with a timetable to facilitate the adoption of agreed budgets and related precept at latest by 31<sup>st</sup> October in each year in respect of the following fiscal year.
10. To maintain records for and present forecasts of, future movements of funds, particularly in relation to the setting by the Council of future budgets and precept.
11. To ensure that the Department for Levelling Up, Housing and Communities code for smaller authorities in respect of transparency are met and that all the relevant financial information is published on the Parish Council web site.
12. Act as the secretary for the Mulcock Charity Trustees as and when required.
13. On behalf of the Trustees of the Wake Trust, ensure that any applications received for funding are managed and reviewed by the Trustees and as required, paid by the Trustees, with the appropriate financial records kept.