

JOB DESCRIPTION

Post Title: CLERK & RESPONSIBLE FINANCIAL OFFICER

Reporting to: Farringdon Parish Council

Responsible for: Contractors and Consultants employed by the Council.

Salary: Dependant on Qualifications and experience

Job Summary: To act as Proper Officer and Responsible Financial Officer for the Council. To manage the business of the Council and assist Councillors in policy formulation and decision-making. To manage the assets and finances of the Council.

Key Responsibilities:

The Clerk to the Council is the Proper Officer of the Council as required by the Local Government Act 1972, and is required to carry out the statutory duties of a Proper Officer, guiding and assisting the Council in the fulfilment of its legal and financial obligations and undertaking the specific responsibilities contained in the Council's Financial Regulations.

The Clerk to the Council is required to follow Council procedures and administer its assets.

The Clerk to the Council shall also act as the Responsible Financial Officer in line with the requirements of Section 151 of the Local Government Act 1972. Management and administration of the Council's financial affairs in accordance with the Accounts and Audit Regulations in force at any time. The Clerk will monitor and balance the Council's accounts, prepare the Annual budget and prepare records for audit purposes and VAT.

The Clerk to the Council shall act within the prescribed scheme of delegations or specific authorities given from time to time and within policy and budget constraints. The Clerk shall be accountable to the Council.

The Clerk will act as the representative of the Parish Council as required and will attend all Council and Committee meetings.

Specific Responsibilities:

To manage the Council's decision-making processes in the following:

- Researching policy options and outlining implications.
- Seeking specialist and legal advice when necessary.
- Implementing the decisions of the Council, arranging appropriate briefings for members and preparing written reports to Council.

To develop and propose financial budgets in line with the Council's responsibilities and priorities, review expenditure against budgets regularly and report as requested.

To co-ordinate the preparation of Standing Orders and Financial Regulations.

To issue notices and prepare agendas (with the Chair) and minutes for Parish Council and Planning Meetings and to implement the decisions made at these meetings that are agreed by the Council in a specific time frame.

To ensure that all activities, including major projects, undertaken by the Council are managed in the efficient and cost-effective way.

To manage and maintain the Council's assets, and ensure they are kept in good order and adequately insured.

To provide support and advice for councillors, including training and development.

To ensure that contractors adhere to all Health and Safety, Equal Opportunities and other legal and statutory requirements.

To take full overview responsibility and manage council communication including liaising as appropriate with councillors.

To ensure that all Council policies and financial regulations are fully adhered to by contractors and councillors.

To ensure that all administrative and financial systems are managed effectively and the documentation is created, maintained, reviewed and updated as necessary.

To manage the Council's information technology and ensure this is consistent across the Council and always fit for purpose.

To monitor, test and report on the functionality of the Council's Defibrillator devices.

To manage the playground and Multi Use Games Area including safety and risk management.

To monitor and respond to any planning applications as required, and call ad hoc planning meetings as required.

General:

The hours of work for contractual purposes are 12 hours per week. Evening and weekend working is a requirement of the job within the exigencies of the service and in line with Council policies and consultation with Chairman and Vice Chairman.

The Parish Council will support the Clerk pursuing the Certificate in Local Council Administration (CiLCA) including the cost of the course.

This job description is not, by definition, a comprehensive schedule of all tasks and duties that are required to be undertaken. Accordingly in addition to the duties specified, the Clerk to the Council will also be required to undertake other duties commensurate with the status of the post or to ensure they are properly undertaken elsewhere in the organisation.