

EAST HUNTSPILL PARISH COUNCIL

The Clerk to the Council will be the Proper Officer of the Council. The Clerk is under a duty to carry out all the statutory 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 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 in respect of the Council's activities. The Clerk will produce all the information required for the making and implementation of effective decisions. The person appointed will be accountable to the Council for the effective management of all its staff and resources and will report to the Council as and when required.

The Clerk is the Responsible Financial Officer and will be responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities of the Clerk

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for VAT and audit purposes.
3. To ensure that the Council's obligations for insurance and risk assessment are properly met.
4. To prepare agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and if required meetings of its sub committees.
6. 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.
7. 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.
8. To draw up proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
9. To supervise as line manager any other members of staff and manage volunteers 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 Annual Parish Meeting: to attend the assemblies of the Parish Meeting and to implement any decisions made at the assemblies that are agreed by the Council.
13. To prepare, in consultation with the Chairman, press releases about the activities, 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 hold 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.

RESPONSIBLE FINANCE OFFICER

Specific Responsibilities of the RFO

1. To prepare financial reports of the Council covering budget monitoring, fund balances, receipts and payments to date, payment of accounts and other relevant current matters.
2. To prepare draft estimates which, when approved, will form the annual budget for the year, and to report thereon as necessary.
3. To submit the Precept to the District Council at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
4. To bank regularly all money received by the Council.
5. To ensure that all money due to the Council is billed and collected promptly.
6. To manage the cash flow and to control investments and bank transfers.
7. To control payments made by cheque and by Direct Debit.
8. To provide, as required, information to the payroll service provider..
9. To take overall responsibility for the prompt submission of VAT return forms or repayment claims.
10. To verify and to authorise suppliers' invoices for payment.
11. To prepare monthly/quarterly bank reconciliations for report to the Council
12. To prepare financial statements for each financial year for councillors and the public.
13. To prepare the accounts and the annual return for the Council each year and to submit them to Council for approval and to the external auditor when required.
14. To arrange for appropriate internal audit in accordance with proper practices and the Council's Financial Regulations.
15. To monitor compliance with the Council's Financial Regulations.
16. To manage the risks faced by the Council and to recommend such insurance as is required (incl. Fidelity Guarantee), or as mandatory (Employer's Liability).
17. To maintain the Council's asset register.

Criteria	Essential	Advantageous
1.Educational qualifications	<p>GCSEs to including English and Maths (or equivalent)</p> <p>Willingness to undertake relevant training and to keep knowledge current.</p>	<p>Sector relevant degree or HND</p> <p>Recognised qualification in local government administration.</p> <p>CiLCA qualified or currently undertaking.</p>
2.Work Experience	<p>Experience of writing agendas and minutes</p> <p>Experience of preparing accounts & budgets</p>	<p>Previous experience as a parish clerk</p> <p>Experience of working with local councils</p> <p>Experience of supervising staff</p> <p>Experience of using an accountancy package</p>
3. Skills/ knowledge and aptitude	<p>Ability to produce financial and other reports</p> <p>Understanding of the basic local government rules with regards VAT</p> <p>Sound IT skills (Microsoft Office)</p> <p>Sound understanding of the legal framework within which the council operates</p> <p>Sound understanding of parish councils' relationship with district and county</p> <p>Effective communication skills</p> <p>Self-motivated and self-reliant</p>	<p>Understanding of grant applications and sources of funding</p>
4. Other	<p>Ability & willingness to work from a home office</p> <p>Ability & willingness to attend evening meetings</p> <p>A flexible attitude regarding taking on new tasks when necessary.</p> <p>A driving licence, and car owner.</p>	