



BERINSFIELD PARISH COUNCIL

Parish Clerk and RFO Job Description

- Post Title :** Clerk and Responsible Financial Officer
- Hours :** 24 hours per week (to be worked flexibly to carry out the duties required)
- Salary :** NALC 2023-24 scale LC2 18 – 23 (£29,269 - £32,024) per annum (pro-rata) The salary will rise by two further NALC scale points on successful completion of the CiLCA qualification.

Principal Duties and Responsibilities

1. The Clerk to the Council is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions of a Council's Proper Officer and, in particular, to serve or issue all the notifications required by law.
2. The Clerk is responsible for ensuring that the instructions of the Council in connection with its function as a Parish Council are carried out.
3. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and, in particular, to produce all the information required for making effective decisions and to implement constructively all decisions.
4. The Clerk is the Responsible Financial Officer and accountable for all financial records of the Council and the proper administration of its finances, including PAYE and VAT.
5. The Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.
6. The Clerk will understand the issues facing Parish Councils and the environment within which our Council operates and will commit themselves and the Council to an ethos of public service.

Ensuring compliance with legal duties.

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed, including advising the Council as to the requirements of existing and new legislation.
2. To prepare, in co-operation with the chairman of the Council, estimates of income and expenditure for each coming financial year, such estimates to form the basis for the annual budget, when approved by the Council, and the basis for the precept to be submitted to the District Council.
3. To prepare financial reports on all relevant matters, monitor and balance the Council's accounts and prepare records for audit.
4. To ensure that the Council discharges properly its obligations regarding health and safety and risk assessments.
5. To ensure that the Council's obligations in respect of insurance are properly met.

6. To prepare, in consultation with appropriate members, agendas for meetings of the Parish Council and its Committees.
7. To attend meetings of the Council and Committees, as required, and prepare minutes for approval.
8. 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 Parish Council. To issue correspondence as a result of instructions or the known policy of the Council.
9. To manage the ordering of goods and services supplied to the Council and ensure they are paid for. To issue invoices for goods and services supplied by the Council and ensure payment is received. To prepare reports for the Council on payments and receipts.
10. 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 discussion by the Council.
11. To research suggestions made by Councillors and to advise on practicability and likely effects of specific courses of action.
12. To supervise the Pavilion Caretaker and to undertake all necessary activities in connection with the management of salaries and conditions of employment.
13. To supervise the Ground Maintenance Contractors and liaise with them regularly with regard to the works required under the terms of their contract with the Parish Council.
14. To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
15. To issue notices and prepare agendas and minutes for the Annual Parish Meeting and to implement the decisions made at the meeting when they are agreed by the Parish Council
16. To comply with the Freedom of Information and Data Protection Acts
17. To manage the Council's website, ensuring that the content is kept fully up-to-date and in compliance with the requirements of Freedom of Information legislation and Data Protection and to ensure that it remains technically suitable for the needs of the Parish Council
18. To manage the Burial Ground and ensure that accurate records are kept.
19. To prepare, in accordance with the appropriate rules agreed by the Parish Council, news releases about the activities and decisions of the Council and to respond to media enquiries.
20. To continue to acquire the professional knowledge necessary for the efficient management of the affairs of the Parish Council, including attendance at training courses and seminars on the work and role of the Clerk, as required by the Council.

Other duties

To undertake additional duties as required, commensurate with the level of responsibility of the post.

Note

This job description outlines the main duties and responsibilities of the position of Clerk at the date written. It is prepared for the benefit of both the post holder and the Council in understanding the prime functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities created by legislation or taken on by the Council in response to the changing needs of Berinsfield.

