

## **Responsibilities - Clerk / Responsible Financial Officer Hurstbourne Tarrant 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.

### **Specific Responsibilities**

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
- To ensure that the Council's obligations for Risk Assessment are properly met.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
- To attend all meetings of the Council and all meetings of its committees and sub-committees.
- 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.
- 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.
- 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.
- 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.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To act as the representative of the Council as required.

- 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.
- To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- To work towards the achievement of the status of Qualified Clerk (CILCA) as a minimum requirement for effectiveness in the position of Clerk to the Council.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
- 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.

## **JOB DESCRIPTION – RESPONSIBLE FINANCIAL OFFICER**

The overall responsibilities of the RFO are for the maintenance of the proper financial records of the Council and for the prudent management and administration of its funds and finances, and specifically: -

1. To maintain an adequate 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.
3. To report regularly to the Council and / or its Finance Committee on the monitoring of actual income and expenditure against budgets set by the Council.
4. To maintain control over, and records for, the payment of staff remuneration, including administration of Income Tax and National Insurance, and preparation and timely submission of all year-end returns and statements required by the Inland Revenue.
5. To maintain appropriate records relating to Value Added Tax, and to make proper Returns to and / or reclaims of VAT from Customs and Excise.
6. To prepare annual accounts for approval by the Council.
7. To meet the Council's statutory obligations for annual internal and external audit of the Council's accounts.
8. To prepare draft annual Budget and Precept proposals for consideration and approval by the Council and / or its Finance Committee, all in accordance with a timetable to facilitate the adoption of agreed Budgets and related Precepts at latest by 31<sup>st</sup> January in each year in respect of the next following fiscal year.
9. 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 Precepts.
10. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are paid in accordance with the policies of the Council.
11. To issue invoices on behalf of the Council for goods and services provided by the Council, and to ensure that payment is received.

## **SPECIMEN JOB DESCRIPTION - CLERK TO THE COUNCIL**

### **Overall Responsibilities**

The Clerk to the Council/Town Clerk 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.

### **Specific Responsibilities**

1. To ensure that statutory and other provisions affecting the running of the council are observed.
2. To monitor and balance the council's accounts and prepare records for audit purposes and VAT.
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. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the council and all meetings of its committees and sub-committees.
6. To receive and deal with, in accordance with the council's procedures, any or all correspondence and documents.
7. 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.
8. To study reports and other data on activities of the council. Where appropriate, to discuss such matters with specialists and to produce reports for circulation and discussion by the council.

9. 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.
10. To supervise any other members of council staff as their line manager in keeping with the policies of the council. To undertake all necessary activities in connection with the management of salaries, conditions of employment and the work of other staff.
11. To monitor the implemented policies of the council to ensure they are achieving the desired results and, where appropriate, suggest changes.
12. To act as the representative of the council as required.
13. To issue notices and prepare agendas and minutes for the Annual Parish/Town Meeting. To attend the Parish Meeting and to implement the decisions made at the Parish/Town meeting, as agreed by the council.
14. To prepare, in consultation with the chairman, press releases about the activities or decisions of, the council.
15. To attend training courses or seminars as required by the council.
16. To work towards the achievement of the status of being a CiLCA (or equivalent) qualified clerk as a minimum requirement for effectiveness in the position of clerk to the council.