

JOB DESCRIPTION

CLERK AND RESPONSIBLE OFFICER TO CHIDEOCK PARISH COUNCIL

The Clerk is the proper officer of the council, employed by the Council (under section 112 (1) of the Local Government Act 1972) and is responsible for implementing the decisions of the council. The Clerk can be responsible for research, organising and maintaining the council's administrative systems, policies, and records, and for giving advice as well as managing the press, organising events and being the first point of contact for the local community

The Responsible Financial Officer is responsible for all financial records of the Council and the careful administration of its finances. A Responsible Financial Officer (RFO) must be appointed by each local council in accordance with the Local Government Act 1972 Section 151. The following is a comprehensive list of suggested duties which local councils may wish to consider adopting as part of a Job Description.

In a small parish such as Chideock both roles are carried out by the same person.

Overall Responsibilities of the Clerk and Responsible Financial Officer.

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 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 to be followed in respect of the Authority's activities and 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.

Specific Responsibilities as Clerk

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To assess that the Council's obligations for Risk Assessment and to ensure they are properly met.
3. To prepare, in consultation with appropriate members, agendas for meetings of the Council, Committees and Sub-Committees. To attend such meetings and prepare minutes for approval.
4. 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.
5. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, discuss such matters with administrators and specialists in particular fields and produce reports for circulation and discussion by the Council.

6. 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.
7. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
8. To act as the representative of the Council as required.
9. To issue notices and prepare agendas and minutes for the Annual Village Meeting: to attend the assemblies of the Village Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
10. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
11. To attend training courses or seminars on the work and role of the Clerk as required by the Council.

Specific Responsibilities as Responsible Financial Officer.

1. To prepare regular (at least quarterly) financial reports for the Council covering budget monitoring, fund balances, receipts, and payments to date, and other relevant current matters.
2. To prepare draft estimates which, when approved by the Council, will form the annual budget for the year, and to report thereon as necessary.
3. To submit the precept to the Dorset Council by 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 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.
7. To manage the cash flow and to control investments and bank transfers.
8. To control payments made by cheque / online banking.
9. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
10. To take responsibility for the management of payroll, ensuring prompt and proper payment of any deductions for Income Tax, National Insurance and pension fund or superannuation fund contributions.
11. To take overall responsibility for the prompt submission of VAT repayment claims.
12. To prepare Financial Statements for each financial year for councillors and the public.
13. To prepare the Accounts and the Annual Governance and Accountability Return for the Council each year and to submit them to Council for approval and to the Auditor when required.
14. To arrange for appropriate Internal Audit in accordance with Financial Regulations.
15. To manage the risks faced by the Council and to recommend such insurance as is required or is mandatory (Employer's Liability and Fiduciary Guarantee).
16. To maintain the Council's asset register.

Additional Responsibilities of the Chideock Parish Clerk and RFO.

1. To empty the Foss Orchard Car Park ticket machine at least annually and promptly bank the money.
2. To annually update the ticket machine with the start and end dates of British Summer Time.
3. To issue Day Time Season Tickets for Foss Orchard Car Park.
4. To bill SWACO every February for the rent due for the electric car charging spaces at Foss Orchard Car Park.
5. To request the Environment Agency to review the rent paid by them for the Flow Meter at Foss Orchard Car Park – reviewed every 5 years in line with the Retail Price Index, next review due prior to the May 2023 payment.

Skill set required.

- Self-motivation.
- Ability to work without direct supervision
- Good communication skills and used to speaking in public.
- Inquisitiveness!
- Excel / Word / Outlook skills
- Confident and assertive when necessary.
- Public facing accountability.
- Confident with talking to professional bodies.
- Good letter and report writing.
- Must be able to drive due to the poor transport available in Chideock.
- Must be able to work from home.
- Financial management skills.
- Conflict resolution skills.
- Patience
- Solution focussed.