

## **JOB DESCRIPTION – CLERK TO MINTING AND GAUTBY PARISH COUNCIL, October 23<sup>rd</sup>, 2017**

**The position is based on 6 hours per week average**

### **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 and ensure that all legal deadlines are met. 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 governing or affecting the running of the Council are observed. To ensure that all legal and pertinent matters are brought to the attention of the council in a timely manner.
2. To be the Responsible Financial Office of the Council; to monitor and balance the Council's accounts and prepare records for audit purposes and VAT, as well as to fulfil the council's obligations regarding registering as an employer with HMRC and handling PAYE and pensions.
3. To ensure that the Council's obligations for Risk Assessment are properly met.

4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval. Other than where such duties have been delegated to another Officer.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees. Other than where such duties have been delegated to another Officer or member.
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 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.
9. 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.
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, and 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.

12. To prepare, in consultation with the Chair, press releases and articles on behalf of the Council for the newsletter about the activities of, or decisions of, the Council.
13. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
14. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council:  
Membership of your professional body, The Association of Local Council Clerks will be paid for by the Parish Council.
15. To attend the Conference of the National Association of Local Councils, Association of Local Council Clerks, and other relevant bodies, as a representative of the Council if required by the council.

## **Minting and Gautby Parish Council – May 12<sup>th</sup>, 2017 Duties of a Responsible Financial Officer**

To comply with the Account and Audit Regulations 2003, it is the responsibility of the RFO to ensure that proper financial controls are set up within the council and enforced. This means proposing and agreeing **the council's own** Financial Regulations, keeping records in accordance with the 1996 Regulations, establishing measures which prevent and detect fraud and identifying the duties of all personnel dealing with finance.

It is particularly important for the RFO to monitor income and expenditure against the budget, to check that all income due is actually received, to establish procedures for tackling bad debts and to **make sure** that expenditure is properly authorised before payment.

The RFO should therefore:

- Prepare a draft annual budget in conjunction with the Chairman for consideration by the council
- Present financial reports to the council during the year to monitor the budget and fund balances
- Ensure that all money due to the council is billed and collect promptly
- Arrange for all money received to be banked regularly

- Control payments by cheque
- Maintain a register of property and assets
- Complete and balance the year end accounts as prescribed by the Regulations and submit them to the council for approval
- Produce accounts and records for external audit in accordance with the Regulations
- Make prompt payment of PAYE, tax and National Insurance and prompt submission of VAT returns
- Manage insurance risk
- Regulate cash flow and control investments and bank transfers

The following are examples of the day-to-day tasks required to carry out the specific responsibilities listed above:

§ Receiving correspondence, paper and electronic, circulating to councillors, replying or referring to chair. Filing.

§ Answering residents' queries.

§ Keeping noticeboards up to date, inc printing out material sent by LCC/ELDC. Keeping file of all parish council paperwork once it has been removed.

§ Working with the Chair to prepare meeting agendas and serving paperwork to legal timescales.

§ Taking minutes at parish council minutes and preparing draft minutes together with the Chair for publication online within 30

days of meeting. Keeping original signed minutes in minute book as permanent record.

§ Preparing all paperwork for each meeting, including spreadsheet of finances and cheques to be paid. Circulating all relevant meeting paperwork to councillors.

§ Following up after meetings depending on decisions taken, such as reporting planning decisions to ELDC, sending off cheques etc.

§ Reporting highway defects to LCC and following up Facebook, general advertising of parish council and local events and information.

§ Reading ELDC/LCC/government consultations as they arrive and with Chair, summarising lengthy ones for councillors to make decisions on.

§ Preparing paperwork for Annual Parish Meeting.

§ Attending evening meetings as required, such as local area forum meetings, those called by ELDC/LCC etc.

§ Attending training sessions to keep up to date with legislation and best practice. Become a member of the Society of Local Council Clerks (SLCC).

§ Participation in emergency plan.

§ RFO duties:

- o Keeping finance file of bank statements, invoices, bank reconciliation etc.

- o Monthly entry of clerks wages reporting via HMRC website, by legally required deadline. Audit. Working with the Chair to

prepare a draft budget for consideration at the November meeting.

o Providing legal advice to the Council and ensuring that the Council operates legally.

### **Minting and Gautby PARISH COUNCIL Parish Clerk Person Specification - May 12<sup>th</sup>, 2017**

The paid post of Clerk is an important post within the Parish Council and the successful applicant will have many skills and be prepared to undertake training to add to these skills. While it will be desirable for the successful applicant to have had previous local government/parish council experience, it need not be essential providing the candidate agrees to attend required training courses on local government procedure, guidelines, functions and finance and agrees to practice Continuing Professional Development.

Primarily we are looking for someone who has an interest in administration and in local government systems and procedures and with an eye for detail, as well as enthusiasm and a positive, can-do attitude. The successful applicant will have the confidence, underpinned with diplomacy and tact, to assist the Chair in running and organising meetings and to be in a position to advise on all matters of Parish Council and procedures. As previously mentioned, Continuous Professional Development will be expected and supported. The successful applicant must be fully computer literate and have a reliable home broadband connection to be able to communicate and work from home by electronic means.

Be capable of exercising tact, diplomacy and discretion. Deal confidently and respectfully with Councillors, members of the public and outside agencies.	Essential
Be self-motivated, able to work on own initiative to take Parish Council agreed actions forward and pro-actively and to seek out new opportunities for the Council when they arise, and problem solve.	Essential
Be adaptable and flexible and be willing to work unsocial hours (within the terms of any agreed contract) as may be reasonably necessary and to be accessible at reasonable times.	Essential
Work effectively in a team and be able to relate well to colleagues and contribute to the overall aims and objectives of the Parish Council.	Essential
Full working knowledge of Local Government law, finance, procedures, functions and structures, sufficient for the workings of a small Parish Council.	Desirable
Able to produce research and reports on financial and other subjects and present findings.	Desirable
Be appropriately qualified or be willing to undertake necessary training as may be agreed in job description.	Essential
Understanding of operating environment of parish councils	Desirable
Understanding of the legal framework in which the Parish Council operates	Desirable
Understanding of how to write grant applications and sources of	Desirable



funding	
Full working knowledge of current Microsoft Office Suite including spreadsheets and computer systems and ability to use a Broadband connection to carry out Parish Council business, including updating and management of Parish web site, if necessary (may require learning new software package).	Essential
Skill	
Possess good command of English Language, write and communicate electronically clearly and concisely, speak clearly and effectively.	Essential
Achieve strict deadlines. Prioritise workloads and set personal deadlines. Summarise and record minutes accurately and concisely. Plan and work efficiently.	Essential

	Essential	Desirable
<b>Educational qualifications</b>	<ul style="list-style-type: none"> <li>.. Good general education</li> </ul>	<ul style="list-style-type: none"> <li>5GCSEs or equivalent including Maths and English at C or above.</li> <li>ciLCA (Preferred) or a recognised qualification in local government administration</li> <li>ECDL or equivalent IT qualification</li> </ul>
<b>Work</b>	Experience of	Previous local government/legal

<b>Experience</b>	working in an environment which requires tact, diplomacy and confidentiality	<p>experience</p> <p>Experience of calculating payroll and producing accounts</p> <p>Experience of minuting meetings</p> <p>Experience of responding to planning applications</p> <p>Issuing simple tenders and contracts</p> <p>Experience of dealing with the public</p>
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<b>Motivation</b>	<p>Able to maintain good relationships with councillors, contractors and public.</p> <p>Willingness to act as the Council's representative when appropriate.</p>	Essential
<b>Other</b>  Driving licence, car owner and ability to travel	<p>Able to attend evening meetings well as demonstrate self-reliant and flexibility as required.</p> <p>Self-motivated.</p> <p>Able to attend presentations and meetings during normal working hours – Monday to Friday, with sufficient notice.</p>	Essential