

**JOB DESCRIPTION –
CLERK AND RESPONSIBLE FINANCE OFFICER TO SHEVIOCK PARISH
COUNCIL**

Overall Responsibilities

The Clerk and Responsible Finance Officer 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 and Responsible Finance Officer 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 and Responsible Finance Officer 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.

General Responsibilities

A Clerk

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure that the Council's obligations for Risk Assessment are properly met.
3. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees, to attend such meetings and prepare minutes for approval.
4. 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.
5. To issue notices and prepare agendas and minutes for the monthly Parish Council meetings, annual meetings and special meetings and to implement the decisions made at the assemblies that are agreed by the Council.
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 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.

8. 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.
9. To supervise any other members of staff as their line manager 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 prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
13. To attend training courses or seminars on the work and role of the Clerk and Responsible Finance Office as required by the Council.
14. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk and Responsible Finance Officer to the Council, within 2 years of appointment.
15. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
16. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council, as required.

B Responsible Finance Officer

1. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
2. To issue orders for goods and services approved by the Council.
3. 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.
4. To operate the payee system to generate employees payslips and ensure tax/NI contributions are paid direct to HMRC

Specific responsibilities

A CLERK

1. To maintain an up to date asset register and organise the council's insurance annually.
2. Deal with all correspondence, keeping a record of all incoming and outgoing documents, circulating correspondence to all Councillors electronically where appropriate, and a monthly circulation pack to councillors for more bulky documents and those only received as hard copy.
3. Prepare draft agendas for forthcoming meetings and circulate to councillors for comment and the addition of additional items
4. To prepare Agendas for forthcoming meetings, place them on public notice boards and website and circulate them to councillors in accordance with statutory requirements.
5. To prepare and distribute to councillors and publish on Public Notice Boards, normally within 5 working days, Minutes of all Parish Council meetings and provide, at the same time, a copy to the Manager of the Parish Council website for Publication.
6. Prepare the room prior to all Parish meetings, including display of all incoming and outgoing correspondence and planning applications for public scrutiny for a period of at least 15 minutes before the published start of the meeting.
7. Communicate with relevant bodies as decided from meetings and requests from councillors.
8. Maintain a filing system of all correspondence and information in electronic or hardcopy as appropriate and manage an effective disaster recovery process for both but particularly for electronic systems .
9. File and distribute Planning Applications, maintain a Planning Book and ensure the Council responds to deadlines for Parish Council views and recommendations to be submitted.
10. Maintain impartiality throughout all council business and advise councillors to best ability.
11. Liaise with contractors for the maintenance of footpath and grass cutting and any other work authorised by the Parish Council.
12. Undertaken other duties and take other responsibilities allocated by the Parish Council from time to time where those duties and or responsibilities can reasonably be expected to lie within the competency of the Clerk and Responsible Finance Office to a Parish Council.

B RESPONSIBLE FINANCE OFFICER

1. To issue the precept in a timely manner to Cornwall Council.
2. To balance the accounts and prepare accounts for audit and present cheques with supporting evidence for payment as an agenda item at each Council meeting.
3. Organise pay, Tax, NI etc for all employees of the Council.
4. Receive all goods and arrange for payment of invoices.
5. Record all financial transactions each month and provide a report with written summary to the monthly Parish Council meetings including expenses incurred and the hours of work completed by the Clerk and Financial Officer and all employees to the Council.
6. Prepare all information for internal and external audits and liaise with auditors.