

AUDLEM PARISH COUNCIL

JOB DESCRIPTION

CLERK/RESPONSIBLE FINANCE OFFICER TO THE 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; in particular to produce all the information required for effective decisions and to implement constructively all decisions. The Clerk will be accountable to the Council for the effective management of all its resources and will report them as and when required.

The Clerk will be the Responsible Financial Officer (RFO) and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities.

1. To ensure that legal, statutory and other provisions affecting the running of the Council are observed.
2. To prepare, monitor and balance the Council's accounts and prepare records for audit purposes and VAT. This includes, but is not necessarily limited to:
 - Receiving and reporting on invoices for goods and services to be paid for by the Council and ensuring that such accounts are met.
 - Issuing invoices on behalf of the Council for goods and services and ensuring payment is received.
 - Ensuring that funds are available to meet payments made by the Council.
 - Updating the accounts book and financial records on a monthly basis.
 - Performing quarterly bank reconciliation.
 - Ensuring that VAT is reclaimed as appropriate
 - Preparing the accounts and financial records for half yearly internal audit.
 - Completing the Annual Report for external audit.
 - Monitoring budgets and preparing 6 monthly financial report and year end forecasts
 - Ensuring that cash receipts are regularly collected and banked
 - Scheduling and attending regular meetings with the Finance committee to discuss financial projections, costing of projects and assess suitability of Grant applications prior to presentation to the full Parish Council.
 - Preparing for and attending an annual Finance meeting where the budget and Precept are discussed and updating budgets in accordance with recommendations, following approval by the full Council.
3. To manage all Assets owned by the Council and ensure proper arrangements are in place for Insurance, Health & Safety and maintenance in line with statutory and other requirements. To

ensure that the Council's obligations for Risk Assessment are properly met. To ensure that the Council's Asset Register is kept up to date and recommendations made for repair and replacement as necessary.

4. To manage any employees of the Parish Council and ensure proper control of their Health and Safety. To ensure that proper payroll and pension records are in place and that latest salary scales are brought to the attention of the full Council.
5. To prepare, in consultation with appropriate members, Agendas for meetings of the Council and its Committees; to attend such meetings as required and prepare Minutes for approval.
6. To receive correspondence and documents (including emails) on behalf of the Council and to deal with these or bring such items to the attention of the Council as appropriate. To issue correspondence as a result of instructions of, or in line with the known policy of the Council.
7. To study reports and other data on activities of the Council and on such 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 the Council and to advise on practicability and likely effects of specific courses of action.
9. To monitor and implement policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To act as representative of the Council as required.
11. To issue Notices and prepare Agendas and Minutes for the Parish Meeting within the required time frame; to attend the assemblies of the Parish Meeting and implement any decisions made.
12. To attend any other meetings of the Council as required.
13. To prepare, with the Communications Group, in line with the Communications Policy, written statements about the activities of, or decisions of, the Council. To review information relating to Parish Council business for inclusion in the Parish Council's newsletter 'Around Audlem'.
14. To attend training courses on the work and role of the Clerk as required by the Council and continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
15. To undertake any additional duties as reasonably required by the Parish Council.

PERSON SPECIFICATION; AUDLEM PARISH CLERK

Competency	Essential	Desirable
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Education, qualifications and training	<p>High level of numeracy and literacy</p> <p>Administrative/book keeping qualifications or demonstrable experience</p> <p>A high level of computer literacy and good keyboard skills</p> <p>Prepared to work towards completion of the CiLCA qualification for Local Council Clerks</p>	<p>Completion of the SLCC 'Working with your Council' induction pack</p> <p>Health & Safety qualifications and/or experience</p>
Abilities: Practical and intellectual skills	<p>Experience of working and dealing with the public</p> <p>Ability to communicate at all levels in the community both orally and in writing</p> <p>Experience of preparing Agendas and taking Minutes of meetings</p> <p>Excellent organisational and time-management skills</p> <p>Ability to work on your own but also as part of the team of Councillors</p> <p>Ability to recognise political/legal consequences of action being recommended by Councillors</p> <p>Ability to maintain confidentiality of all Council information</p> <p>Ability to use initiative in problem-solving</p> <p>Experience of organising public meetings and events</p>	<p>A good working knowledge and understanding of Local Government structure and practices</p> <p>Experience of managing staff/a small team</p> <p>Some knowledge of asset/facilities management</p> <p>Experience in advising on and researching/recommending best practice in issues being investigated by the Council</p> <p>Ability to assimilate information on new technology and advise Councillors on how this can best serve them</p>
Other competencies	<p>Honesty and integrity</p> <p>Current driving licence</p> <p>Willingness to work evenings and also attend daytime meetings/events as necessary</p> <p>Flexibility and commitment to helping the Council achieve its goals</p>	

