



SEND PARISH COUNCIL

JOB DESCRIPTION

Parish Clerk and Responsible Financial Officer

OVERVIEW OF ROLE

The Parish Clerk is the Proper Officer and Responsible Financial Officer (RFO) 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 Council's Proper Officer.

The Clerk is wholly responsible for ensuring that the instructions of the Council, in connection with its functions as a Council, are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies in respect of the Council's activities. In particular the Clerk is required to produce all the information necessary for making effective decisions, and to constructively implement all decisions.

The person appointed will be accountable for the effective management of all Council resources and will report to the Council as and when required. The RFO will be responsible for all the financial records of the Council and the effective management of its finances.

SPECIFIC RESPONSIBILITIES

Legal

- To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed in line with its Standing Orders.
- To keep up to date with Government legislation, to bring this to the notice of the Council and to draw up and implement new policies as required.
- To ensure that the Council's obligations under Health and Safety regulations are met.

Administration

- To prepare agendas for meetings of the Council and its committees.
- To travel to and attend the meetings and prepare minutes for approval.
- To receive and deal with correspondence and documents on behalf of the Council or to bring them to the attention of the Council.
- To issue correspondence as a result of the instructions of, or the policy of, the Council.
- 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 specialists in particular fields.
- To plan/co-ordinate all events as required by the Parish Council.

Send Cemetery

- To manage all aspects of the cemetery including arranging purchase of plots, burials and transfer of grants with families.
- To work with funeral directors and memorial masons.

Other Council Services

- To oversee and manage all Council services including allotments, recreation ground, pavilion, public toilet and street lighting. This includes visiting sites to make checks and on occasion opening facilities for an event.

Financial Management

- To be responsible for the management of the Council's financial affairs in compliance with the Council's Financial Regulations for example:-
 - To prepare monthly expenditure and income lists and bank reconciliations
 - To prepare quarterly financial reports for the Council. The reports will cover budget monitoring, fund balances, receipts to date and payment of accounts.
 - To prepare the annual budget for approval by the Council and quarterly VAT returns.
 - To produce accounts and records for external audit and internal audits

Policy and projects

- To monitor the implemented policies of the Council to ensure they are effective and where appropriate, suggest modifications.
- To draw up proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
- To manage all the projects of the Council.

Planning

- To ensure that the Parish Council as a statutory consultee makes appropriate responses on current planning applications to the planning authority

Council staff

- To line manage other members of Council staff, currently the Deputy Clerk and a Village Caretaker.

Cooperation with Partner Authorities

- To be the first point of contact for other tiers of Local Government, the police, contractors, the media, suppliers and the public
- To act as a representative of the Council as required and to attend meetings of outside organisations or events where applicable.

Contractors

- To liaise with contractors, including sending out specifications for tender and letters of appointment.
- To monitor the completion of work before payment.

Public and Press Relations

- To prepare, in consultation with the Chairman, press releases about the activities and decisions of the Council.
- To work with councillors to prepare a newsletter for the Council where required.

Website and Facebook

- To maintain the Parish Council's website by keeping it updated with news, agendas and minutes and to post notification of meetings on the Village Facebook page

Correspondence

- To deal with all enquiries/problems raised by the public either by telephone, email, in writing or at meetings and to respond to FOI requests as required.

Training and qualifications

- To attend training courses on the work and role of the Clerk as required by the Council.

- If not CiLCA qualified, to work towards the achievement of Level 3, CiLCA qualification.
- To attend the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

Additional duties

- To carry out any additional duties as may be required to deliver the Council's statutory duties and delivery of its services

General Note

The details contained in this job description, reflect the job content at the date on which it was prepared. However, the nature of the job may be subject to change, without changing the general nature of the post and responsibilities entailed.

PERSON SPECIFICATION

The successful individual will ideally need to demonstrate the following knowledge, skills and attributes:

- Knowledge and experience of how to develop and manage budgets
 - Knowledge of relevant financial procedures and accountancy
 - Experience of working in a responsible administrative capacity
 - Knowledge of cemetery administration
 - Knowledge and understanding of Equal Opportunities legislation and the ability to manage Equal Opportunities in the workplace
 - Knowledge of the structure and working of three-tier local government
-
- Strategic and operational management
 - Excellent communication, negotiating and interpersonal skills,
 - Ability to manage performance, set targets and objectives
 - Ability to deliver through partnership arrangements including through the charity and public sectors
 - Project management
 - Ability to identify business opportunities/projects and create comprehensive business cases
 - IT skills with knowledge of Word, Excel, Power-Point, Outlook as a minimum
-
- Empathetic nature and strong listening skills
 - Ability to use own initiative and experience to seek solutions
 - Open to new ideas, projects and concepts
 - Ability to work with tenacity and integrity
 - Enthusiasm for delivering quality services to the community
 - Commitment to personal development