

DRINKSTONE PARISH COUNCIL

JOB DESCRIPTION

Job Title:	Clerk to the Council
Responsible to:	Chair of the Council
Responsible for:	All Council staff, property and financial resources

Job Purpose

1. To ensure that the Council's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
2. To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
3. To ensure that the Council's Standing Orders and Financial Regulations are correctly observed and implemented.
4. To be the Council's principal adviser on policy matters, be responsible for all aspects of Health and Safety, manage the provision of Council services, buildings, land and resources and to promote the Council.
5. To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.

Key Duties and Responsibilities

1. To ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
2. To be the Council's principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.
3. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements.
4. To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and Committees in accordance with all statutory requirements and prepare minutes for approval, other than where such duties have been delegated to another Officer.

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5. To ensure that all meetings of the Council and all meetings of its Committees, Sub-Committees and Working Parties are clerked, attending personally other than where such duties have been delegated to another Officer, and to maintain Councillors' attendance records.
6. To receive and conduct all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.
7. To sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc. on behalf of the Council and to secure planning and other consents on behalf of the Council as authorised.
8. To provide general advice as appropriate on the budget preparation process, the presentation of budget estimates and precept proposals to the Council and ensure that all Management Reports are reported to the Council and the statutory External Audit requirements are completed each year.
9. To ensure that Council's budget is prepared and balanced and accounts raised and invoices paid and prepare records for audit purposes and VAT.
10. To prepare and publish the Council's Annual Report.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To be responsible for the management, maintenance and use of all the Council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
13. To act as the official representative of the Council at meetings of other relevant organisations as required.
14. To issue notices and prepare agendas and minutes for the Annual Meeting, attend the Annual Meeting and to implement the decisions made by the Council.
15. To maintain effective and positive press and public relations and prepare, in consultation with key Councillors, press releases about the activities of, or decisions of, the Council.
16. To take appropriate public relations action to enhance the profile and image of the Council and promote and protect the views/interest of the Council with all relevant external organisations or individuals.
17. To develop effective liaison and an effective working partnership with other relevant District and County Councils, other public authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council plays a full and effective role in issues affecting the area.
18. To work to improve, develop and up-date the Council's website.

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19. To have an understanding of planning and development issues as they affect the Council area, in particular the Local Development Plan, the Local Strategic Partnership and the Emergency Plan and advise Councillors accordingly.
20. To take appropriate action to ensure that all Council elections are arranged and held successfully.
21. To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.
22. To be the principal adviser to the Council on matters of ceremony, civic protocol, and develop relevant cultural, community and commercial links.
23. To make appropriate arrangements for civic functions and occasions and attend the Council on any ceremonial occasions.
24. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
25. To work towards the achievement of Quality Status of the Council and obtain the Certificate in Local Council Administration (if not already gained) as a minimum requirement for effectiveness in the role.
26. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
27. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
28. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

Additional duties for the job description of the post of Clerk to the Council if also the Responsible Financial Officer

Job Purpose

1. To be responsible as the Council's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council.
2. To act as the principal adviser on financial matters and be responsible for the careful administration of the Council's finances.

Key Duties and Responsibilities

1. To carry out all the functions required by law of a local authority's Responsible Financial Officer and in particular ensure that Financial Regulations are correctly observed, implemented and recommend revisions where necessary.

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2. To ensure that the Council's finances are effectively managed and monitored and to advise the Council on its financial forward plan, strategy and policies.
3. To advise on and prepare and present the annual estimates of income and expenditure for revenue services, the capital budget programme and annual precept requirements to Committees and the Council.
4. To ensure that all Management Reports are reported to the Council and the statutory external audit requirements are completed each year.
5. To monitor and manage the Council's budget expenditure and income and provide Council Committees with a regular statement of income and expenditure under each heading in the approved annual revenue and capital budgets.
6. To ensure that the Council's obligations for financial risk assessment are properly met.
7. To report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
8. To ensure that:
 - ◆ all necessary activities in connection with the management and payment of expenses are administered accurately and legally
 - ◆ all payments made to the Council are recorded, any necessary receipts issued, all cash and cheques received banked and all associated records kept and any queries are investigated
 - ◆ invoices are prepared and issued on behalf of the Council for goods and services to ensure payment is received
 - ◆ all necessary records in connection with the above are maintained
 - ◆ petty cash accounts are operated properly and all associated records of purchases are maintained
 - ◆ all relevant rents or charges are collected for relevant Council services and facilities
 - ◆ all necessary Revenue and Customs, VAT, SSP and pension financial returns and/or payments are completed and dispatched on time
 - ◆ records, returns and public notices for the annual audit are prepared and the necessary public notices displayed
 - ◆ appropriate financial IT systems are in place and operated securely
9. To monitor and ensure that the Council's accounts are balanced and the Council informed of the ongoing financial situation.
10. To ensure that adequate financial security and internal financial and accounting controls are in place and periodically reviewed and the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
11. To work closely with internal and external audit to ensure financial compliance with Financial Regulations and Standing Orders and recommend any necessary amendments to the Council.
12. To ensure that appropriate and adequate insurances are maintained and an annual equipment inventory is carried out.

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13. To advise the Council on and assist in the raising of funds by way of grants and sponsorship etc.
14. To ensure that all surplus Council funds are invested securely and to maximise income.

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Specimen job description for the post of Responsible Financial Officer

JOB DESCRIPTION

Job Title: Responsible Financial Officer

Responsible to: Clerk to the Council

Responsible for: No staff report to the post

Purpose of the Post:

1. To occupy the position of Responsible Financial Officer under S151 of the Local Government Act 1972 and act as the principal adviser on financial matters.
2. To assist the Clerk to the Council in the effective and proper management and control of the Council's financial affairs including:
 - ◆ maintaining an overview of the Council's budgets
 - ◆ ensuring the Council's financial viability
 - ◆ ensuring that proper financial records and procedures are maintained
 - ◆ providing all aspects of insurance
 - ◆ ensuring that the Council complies with all requirements of Internal and External Audit
 - ◆ financial reporting to the Council and Committees.

Main Duties and Responsibilities

(a) Administration of Financial Affairs

1. To carry out all the functions required by law of a local authority's Responsible Financial Officer and in particular ensure that Financial Regulations are correctly observed, implemented and recommend revisions where necessary.
2. To be the Council's principal adviser on matters of financial management.
3. To manage and monitor the Council's budget expenditure and income and provide Council and Committees with regular reports under each heading in the approved annual revenue and capital budgets.
4. To help the Clerk to the Council in advising the Council on its financial forward plan, strategy and policies and producing a rolling business plan.
5. To produce the draft annual budget, annual statement of accounts and trading accounts for approval by the Clerk to the Council.
6. To advise on and prepare the detailed draft annual budget estimates of income and expenditure for revenue services, the capital budget programme and annual precept proposals.

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7. To maintain all relevant financial records of the Council.
8. To ensure that adequate financial security and internal financial and accounting controls are in place and periodically reviewed and the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
9. To ensure that appropriate financial risk assessments are undertaken and relevant internal controls implemented to avoid bribery and corruption whilst ensuring that the Council gets best value for money on new contracts.
10. To ensure that appropriate and adequate insurances are maintained for the Council and claims are processed.
11. To compile and maintain the Council's asset register, annual equipment inventory and terrier of Council property.
12. To work closely with, supply information and complete returns to internal and external audit and ensure that Management Reports are reported to the Council and the statutory external audit requirements are completed each year.
13. To assist the Clerk to the Council in ensuring financial compliance with Financial Regulations and Standing Orders and recommend any necessary amendments to the Clerk to the Council.
14. To assist the Clerk to the Council and/or prepare for approval the statutory external audit requirements for records, returns and public notices for the annual audit.
15. To make arrangements for the opportunity for inspection of the Council's financial records in accordance with the Audit Commission Act 1998 and the Accounts and Audit Regulations 2004.
16. To liaise with and bring to the attention of the Clerk to the Council and Councillors any correspondence or report of the Internal or External Auditors and detail any action to be taken as appropriate.
17. To report any challenge on the accounts to the Clerk to the Council and the relevant Councillors.
18. To advise and assist on the raising of funds by way of grants and sponsorship etc.
19. To ensure that all surplus Council funds are invested securely and to maximise income.
20. To ensure that the Council's obligations for risk assessment are properly met, to assess the financial risks faced by the Council and assist the Clerk to the Council in compiling and maintaining an accurate risk register.
21. To produce any financial management information and reports required by the Clerk to the Council for the Council or its' Committees.
22. To maintain records relating to the procurement of goods and services and ensure sufficient internal controls are implemented to avoid bribery and corruption.

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(b) Accounts

1. To process all purchase invoices for payment to suppliers including computer recording, preparing cheques for signature and final ratification of invoices.
2. To prepare and issue invoices on behalf of the Council for goods and services and ensure that payment is received.
3. To record all payments made to the Council, issue any necessary receipts, receive and bank all income received and investigate and deal with any queries.
4. To maintain and administer the payroll accurately and legally and monitor all salaries/wages PAYE, NI, expenses and pension payments and records to ensure the payroll and banking procedures are correct and staff wages and salaries are paid on time.
5. To complete all necessary Revenue and Customs, VAT, SSP and pension financial returns and make payments on time.
6. To maintain all necessary records in connection with the above.
7. To carry out bank reconciliations as required.
8. To maintain and balance petty cash and postage accounts and maintain all associated records of purchases.
9. To arrange collection of relevant rents or charges for Council services and facilities.
10. To ensure that appropriate payroll and financial IT systems are in place and operated securely.
11. To prepare reports for submission to the relevant Committee of the Council.

(c) General

1. To deputise for the Clerk to the Council on all aspects of the Council's business as required by the Council.
2. To attend, report and make presentations to any necessary meetings of the Council or its Committees, Sub-committees and Working Parties.
3. To undertake all relevant correspondence in connection with the responsibilities of the post.
4. To attend conferences, seminars and training courses associated with the work and role of Responsible Financial Officer as required and authorised by the Council.
5. To undertake such other duties commensurate with the level of the post and job purpose as required by the Clerk to the Council from time to time.

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Specimen pro forma job description

JOB DESCRIPTION

- ♦ **Job Title** - the current title of the job.
- ♦ **Location** - the Location in which, if relevant, the post is based.
- ♦ **Responsible to** - the job to which this job reports and is responsible.
- ♦ **Responsible for** - list the staff, premises and resources for which the job is responsible.
- ♦ **Job Purpose** - what is the purpose of the job and how is this purpose meant to be achieved? State the objectives of the job in concise, clear and unambiguous terms.
- ♦ **Key Duties and Responsibilities** - list the key duties and responsibilities of the job.
- ♦ **General Duties and Responsibilities** - to undertake such other duties commensurate with the level of the post and job purpose as required from time to time.
- ♦ **Date** - the date from which the job description is effective.