

BEEFORD PARISH COUNCIL

Job Description

Clerk and Responsible Financial Officer (RFO)

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 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 be responsible for all financial records of the Council and the careful administration of its finances. The Clerk is responsible to the Parish Council as a body.

Specific Responsibilities

1. To ensure that statutory and other provisions, including the Council's Standing Orders and Financial Regulations, governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT. To work with the Council to produce annual budgets and quarterly budget reports.
3. To prepare and circulate (including delivery), in consultation with appropriate Councillors, agendas for meetings of the Council and Committees.
4. To attend meetings, prepare minutes for approval and circulation to Parish Councillors, Ward Councillors and local media.
5. To carry out instructions resulting from Parish Council meetings.
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 (as appropriate). To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To receive correspondence, emails and telephone calls from residents and to take any required action or to submit to the next meeting of the Parish Council.
8. 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 orders for work and invoices on behalf of the Council for goods and services and to ensure payment is received.
9. 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.
10. To draw up on both their 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.

11. To carry out the processes for dealing with planning applications, Notices of Decision and Appeals.
12. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications. To carry out an annual review and submit results to the Parish Council.
13. To act as the representative of the Council as required.
14. To carry out and monitor the effect of the Parish Council's policies resulting from Data Protection Regulations.
15. To undertake all necessary activities in connection with the management of salaries and for making all necessary payments and returns to Inland Revenue.
16. To issue notices and prepare agendas and minutes for the Annual Parish Meeting: to attend the assemblies of the Annual Parish Meeting and to implement the decisions made at the assemblies.
17. To attend training courses or seminars on the work and role of the Clerk/RFO as required by the Council.
18. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council
19. 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 if required.
20. To manage the Councils website in accordance with Council policies and in line with disability regulations.

This job description is provided for guidance only and does not form part of the contract of employment.