

## **JOB DESCRIPTION**

**Job Title:** Clerk to the Council and Responsible Financial Officer

**Responsible to:** Camerton Parish Council

**Responsible for:** Administration of the Functions and Finance of the Parish Council

**Employment Status:** Part-time (12 hours per week) including one evening/month

**Salary scale:** SCP 16-20, from £15.33 per hour subject to experience

### **Job Purpose**

- To ensure that the Parish Council's administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
- To carry out all the functions required of a Parish Council Clerk in a timely manner.
- To ensure that the Council's Standing Orders and Financial Regulations are correctly observed and implemented and to advise on all policies and procedures.
- To be responsible for ensuring that the instructions of the Council are carried out and to produce the information required for making effective decisions and to implement constructively all decisions.
- To manage the provision of Parish Council services and assets.
- To be the Responsible Financial Officer, undertaking the administration of its finances and responsible for all financial records of the Parish Council.

### **Specific Responsibilities as Clerk**

- 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.
- 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.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and any Committees. To attend meetings and prepare minutes for approval. This includes the Annual Parish Meeting.
- To action 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 Council.
- To draw up both on their 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.
- To work with Councillors to maintain the assets of the Parish Council.

- To develop effective liaison and an effective working partnership with B&NES, 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.
- To work with councillors to maintain and update the Council's website and in conjunction with the editor and others to produce the quarterly parish newsletter.
- To ensure that the Council's obligations for Risk Assessment are properly met.
- To ensure that the Council applies the principles of equality and equal opportunities as set out in the Council's policies.
- To commit to training and development relevant to the role, including consideration of engaging with the Certificate in Local Council Administration after 12 months in the role.
- To attend relevant events organised by the Avon Local Councils Association, National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

#### **Specific Responsibilities as Financial Responsible Officer**

- To maintain all relevant financial records of the Council.
- 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.
- To provide general advice and reports to the Council as part of the budget preparation process and to ensure that the statutory External Audit requirements are completed each year.
- To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.