

ALFOLD PARISH COUNCIL

JOB DESCRIPTION

Job Title	Parish Clerk and Responsible Financial Officer
Accountable to	The Council through the Chairman of the Council
Salary	Local Government Scale LC1 point 23 to LC2 point 27, pro rata. Rate dependant on experience and qualifications. Plus pension contribution.
Nature of Contract	Permanent
Full Time/Part Time	Part Time – 12 hours per week

Overall Responsibilities

The Parish Clerk will be the Proper Officer of the Council. The Parish Clerk will be responsible for ensuring the instructions of the Council in connection with its function as a Local Authority are carried out.

The Parish Clerk will ensure effective communication with the Council and constituents by producing accurate Minutes, agendas, notices, newsletter and correspondence by maintaining the Parish website and any other means deemed appropriate.

The Parish Clerk is expected to advise the Council on and assist in the formation of overall policies to be followed and to implement constructively all decisions.

The Parish Clerk is also the Responsible Financial Officer and will be responsible for all the financial needs of the Council and the careful administration of its finances in accordance with the Financial Regulations of the Council

Specific Responsibilities

1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed
2. To provide clerical support to the Council by the production and distribution of documentation, convening meetings and preparing agendas and reports. To attend such meetings and ensure accurate Minutes are prepared
3. To manage the Council's accounts, ensuring they balance, records are prepared for audit purposes and that VAT is recovered on time. Maintain records in accordance with internal and external auditor requirements. Produce regular Budget Monitoring data with commentaries on variances. Produce projected Budgets for the forthcoming year and relevant end of year returns, in conjunction with the Finance Committee.
4. To brief the Chairman prior to meetings
5. To attend meetings of the Council and provide advice on procedure

6. To advise the Parish Council as to the requirements of new legislation and to ensure compliance with Standing Orders and Regulations
7. To receive correspondence and documents on behalf of the Council and to deal with them on instruction or policy and to bring to the Council's attention, items for consideration
8. To ensure the Parish Council's website is kept up to date with relevant information about the Council's activities
9. To manage the ordering and payment for goods and services received by the Council and any contracts as required by the Council's Financial Regulations
10. To ensure that the Council's obligations in respect of insurance and risk assessment are properly met
11. To maintain a working knowledge of relevant legislation, Statutory Instruments and Codes of Practice, providing advice to the Council, as appropriate
12. To liaise and develop relationships with external bodies, including other Local Authorities, residents, businesses and local organisations
13. To attend meetings of outside bodies as the Council's representative or as a spokesperson to explain Council policies and functions
14. To attend training courses or seminars on the work and role of the Clerk, as required by the Council
15. To inform the Chairman of the Planning Committee when applications are received, examine previous history as necessary and forward the Council's comments accurately by the given deadline

Other Duties

To undertake additional duties, as required, commensurate with the level of the role

Note – This Job Description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with the role

Attributes

IT literate, excellent typist, effective communicator, knowledge of local area, financial skills, good organisational skills, diligent, resilient and excellent attention to detail.