

# **KILMERSDON PARISH COUNCIL**

## **Job Description - Clerk & Responsible Financial Officer to the Council**

### **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.

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 also be responsible for all the financial records of the Council and the careful administration of its finances as detailed in the Duties of the Responsible Financial Officer (see below).

### **Specific Responsibilities**

1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure that the Council's obligations to manage risk are properly met.
3. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval.
4. 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. To issue correspondence as a result of the instructions of, or the known policy of, the Council.
5. 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.

6. To draw up both on the Clerk's own initiative, and as a result of suggestions by councillors, proposals for consideration by the Council and to advise on practicability and the likely effects of specified courses of action.
7. To supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.
8. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
9. To act as a representative of the Council as required.
10. To issue notices and prepare agendas and minutes for the parish meeting: to attend the assemblies of the parish meeting and to implement the decisions made at the assemblies.
11. To attend all meetings of the Council and all meetings of its committees
12. To prepare in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
13. To attend training courses on the work and role of the Clerk as required by the Council.
14. To attend the Conference of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

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### **RESPONSIBLE FINANCE OFFICER**

The Parish Clerk will also act as the Responsible Finance Officer (RFO) to the Council as required under section 151 of the Local Government Act 1972 with the following specific responsibilities.

1. To prepare financial reports of the Council covering budget monitoring, fund balances, receipts and payments to date, payroll summary, payment of accounts and other relevant current matters.
2. To prepare draft estimates which, when approved, will form the annual budget for the year, and to report thereon as necessary.

3. To submit the Precept to the District Council / Unitary Authority at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
4. To bank regularly (daily if necessary) all money received by the Council.
5. To ensure that all money due to the Council is billed and collected promptly.
6. To identify the duties of all officers dealing with financial matters and to ensure, wherever possible, the segregation of duties of officers, thus facilitating as much internal control as possible. If officers are not appropriate for such internal controls then to involve members in the internal control systems wherever possible.
7. To manage the cash flow and to control investments and bank transfers.
8. To control payments made by cheque.
9. To take overall responsibility for the management of the payroll, ensuring prompt and proper payment of any deductions for Income Tax, National Insurance and pension fund or superannuation fund contributions.
10. To take overall responsibility for the prompt submission of VAT Return Forms or repayment claims.
11. To verify, analyse for accounts purposes, and to authorise suppliers' invoices for recommendation for payment.
12. To prepare Financial Statements for each financial year for Councillors and the public.
13. To prepare the Accounts and the Annual Return for the Council each year and to submit them to Council for approval and to the Auditor when required.
14. To arrange for appropriate Internal Audit in accordance with proper practices and the Council's Financial Regulations.
15. To monitor compliance with the Council's Financial Regulations.
16. To manage the Risks faced by the Council and to recommend such insurance as is required, or is mandatory (Employer's Liability and Fidelity Guarantee).
17. To maintain the Council's asset register.