

Germoe Parish Council

Job Description - Clerk to the Parish Council (and Responsible Financial Officer)

1. Overall Responsibilities

The Clerk to the Council is 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 has sole responsibility for ensuring that the instructions of the Council in connection with its function as a local authority are implemented. Overall, the Clerk is responsible for:

- the administration of the affairs of the Council;
- advising the Council on and assisting in the formation of policies to be followed in respect of the Council's activities and in particular producing all the information required for making and implementing decisions according to the relevant rules;
- taking the minutes of all Council meetings and guiding the Chairman on procedural issues;
- the effective management of all Council resources and reporting on these as and when required;
- the financial records of the Council and the careful administration of its finances;
- prioritising and implementing key Council objectives as defined by Councillors;
- co-ordination and provision of informed support to the Council's responses to planning applications and securing community benefits from the planning process.

2. General Requirements

For the Clerk to manage the day to day running of Council affairs, the following are required;

- A good level of knowledge/experience of the structure and responsibilities of local government and key related agencies, and how the role of parish councils relates thereto, preferably demonstrated by completion, or commitment to complete, the Certificate in Local Council Administration (CiLCA) qualification;
- Competence in analysing governance and legal issues (including contracts, leases etc.);
- A good understanding of the planning system (or capacity to acquire that understanding);
- Good secretarial and administration skills and understanding of Microsoft Office, including Word and Excel, and email administration for the Council;
- Competence in the administration of financial accounts and capacity to manage investments;
- The ability to disseminate information in an effective way, both electronically and in person;
- Have own transport;
- Be familiar with the internet, able to manage (directly or via others) the Parish Council's public website, and competence in using and managing social media

3. Specific Responsibilities

The following specific responsibilities are involved in meeting the day to day requirements of the post:

- To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed;
- To monitor and balance the Council's accounts and prepare records for audit purposes (including those relating to VAT);
- To ensure that the Council's obligations for Risk Assessment and to insure these are properly met;
- To issue notices and prepare, in consultation with appropriate members, agendas for meetings of the Council and any of its sub-committees;

- To organise all Council meetings and to attend such meetings (which are predominantly in the evening) and prepare minutes for approval in accordance with Council timeframes and policy;
- To record all actions falling on Councillors, the Clerk, and/or other persons agreed at such meetings and release these in accordance with Council timeframes and policy;
- To seek to ensure that the decisions made at these meetings are implemented within the appropriate timeframe;
- To receive correspondence and documents on behalf of the Council, to deal with the correspondence or documents and bring such items to the attention of the Council as appropriate;
- To report promptly key matters to the Chairman of the Council, and where appropriate, other Councillors;
- To issue correspondence as a result of the instructions of or the known policy 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 to ensure payment is received;
- To study reports and other data on the activities of the Council and on matters bearing on those activities and, where appropriate, to discuss such matters with administrators and specialists in particular fields;
- To draw up both on his/her own initiative and as a result of suggestions by councillors proposals for consideration by the Council and to advise on practicality and the likely effects of specific courses of action;
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications;
- To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff;
- To handle telephone calls from the members of the public in a professional way, including where appropriate signposting to other authorities and systems for reporting issues, and where matters arise for the Council to either action them directly or by reference to the Council;
- To maintain detailed records and filing systems for all parish business;
- To act as a representative of the Council as required;
- To prepare, in consultation with the Chairman, public communications about the activities or decisions of the Council and to ensure that the communications policy of the Council is adhered to;
- To acquire and maintain the necessary professional knowledge required to carry-out the duties of a Clerk in a well-run parish council by attending training courses, seminars etc. as required;
- To attend the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required;
- To liaise with other Parish Councils and Cornwall Council as appropriate.
- To acquire and maintain an effective knowledge of the planning system (frameworks, policies/procedures, legal and other technical considerations) necessary to deliver pro-active support to Council members in responding to new applications and other related matters.

4. Overall Responsibilities as Responsible Financial Officer

As the Responsible Financial Officer, the Clerk has specific responsibilities to:

- Prepare financial reports to the Council;
- Monitor financial performance relative to budget and report variances to the Council;
- Prepare draft estimates, which when approved by Council will form an annual budget;
- Submit precept requests to Cornwall Council and supply any breakdown requested;

- Record regularly all monies received and expended by the Council;
- Prepare and balance final accounts in accordance with prevailing regulations and report thereon to the Council;
- Produce accounts for external audit in accordance with prevailing regulations;
- Manage insurance risk and process claims as necessary;
- Obtain tenders for work as required in accordance with parish procedures;
- Maintain the Council's register of property and assets;
- Be responsible for the parish's payroll process, including deduction of income tax and national insurance contributions from employee's remuneration and the payment of the same to the Inland Revenue;
- Maintain a record of all VAT transactions and ensure recovery of all monies due;
- Manage Council's banking arrangements and long-term (>1 year) financial investments.