

SIBFORD FERRIS PARISH COUNCIL

Job Description & Person Specification

Clerk to the Council

Overall responsibilities

1. 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.
2. The Clerk is expected to advise the Council on overall policies to be followed in respect of the Council'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.
3. The Clerk is also the Responsible Financial Officer (RFO) and responsible for all financial records of the Council and the careful administration of its finances.

Specific responsibilities as the Proper Officer

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure that the Council's obligations for Risk Assessment are properly met.
3. To be the Data Controller for the purposes of the Data Protection Act.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To issue summonses to Members and advertise such meetings on public notice boards and the Council's website in a timely manner. To attend all full council meetings and prepare minutes for approval.
5. 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 instructions of, or the known policy of, the Council.
6. To ensure that planning applications are considered by the Council and submitting responses to the local authorities in accordance with timescales and policies.
7. 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.

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 the representative of the Council as required.
10. Ensure that there are adequate procedures for the archiving, storage and retrieval of documents for statutory purposes and public inspection.
11. Ensure that there is provision and access for the public inspection of documents as required by law.
12. To issue notices and prepare agendas and minutes for the Annual Parish Meeting. To attend the Annual Parish Meeting and to implement the decisions made that are agreed by the Council.
13. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
14. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
15. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

Specific responsibilities as the Responsible Financial Officer

1. Carry out all the statutory functions, ensuring the implementation of, and compliance with, the Council's Financial Regulations.
2. Be responsible for advising the Council on the adequacy of, and changes to, its Financial Regulations. This shall include all internal controls and procedures to manage financial risk.
3. Ensure that an annual financial risk assessment is undertaken, documented and submitted to the Council.
4. Ensure that there are procedures in place to record all financial transactions, income and expenditure together with assets and liabilities.
5. Ensure that there are procedures in place to ensure the correct and timely payment or receipt of invoices.
6. Be responsible for the production of the Council's year end accounts and the relevant sections of the Annual Return as required by law.
7. Ensure that the independent internal auditors report is submitted to the Council or Committee upon receipt and produce recommended changes to procedures and Financial Regulations as necessary.
8. Ensure that the Council's bank accounts are monitored and reconciled in accordance with the Council's Financial Regulations.

9. To monitor the Council's cash flow and advise the Council of recommended actions.
10. Be responsible for the production and distribution of regular management accounts as directed by the Council. Monitor and explain any variance between budgeted items and actual cost.
11. Be responsible for co-ordinating the production of the Council's annual budget.
12. Advise the Council as to the adequacy of its reserves having regard to the Council's risk assessments.
13. Advise the Council as to the budget and costs of projects.
14. Obtain quotes and estimates for goods and services as directed by the Council, ensuring that you declare any pecuniary interests in accordance with the 1972 Local Government Act.
15. Ensure that all VAT (Value Added Tax) returns and other HMRC deductions are submitted correctly and on time.
16. Be responsible for the production of the Council payroll, payment of wages, salaries, deductions, submission of data to HMRC or via the use of an approved outsourced supplier.

Specific responsibilities with respect to IT

1. Conduct council business entirely on the personal computer equipment provided by the Council.
2. Comply with the all relevant provisions of the Data Protection act ensuring that there is no unapproved or unauthorised access to the computer.
3. Ensure that all data belonging to the Council is securely stored.
4. Ensure that all data belonging to the Council is backed-up on the back-up device and offsite back-up service provided by the Council, on a regular basis and in accordance with best practice.
5. Ensure that IT risks are reviewed and included in the written risk assessment.
6. Be responsible for the timely update and maintenance of the Council's statutory website content.

Person Specification

	Essential	Desirable
Qualifications & Experience	<p>Previous experience with responsibilities similar to a significant proportion of those listed in the Job Description above.</p> <p>Evidence of a commitment to continue professional development.</p>	<p>Previous experience as a parish clerk.</p>
Knowledge and Expertise	<p>Administration experience with an organised approach.</p> <p>Proven experience of budget setting, financial control and VAT.</p>	<p>Practical experience of servicing committees.</p> <p>Working knowledge and understanding of Parish Council practice and functions.</p> <p>Working knowledge of procedures, roles, duties and responsibilities of Parish Councillors.</p> <p>Administration and book keeping qualifications.</p>
Information Technology	<p>Good working knowledge of Microsoft Office Word and Excel.</p> <p>Confident user of the internet for electronic mail and web-based services and aware of good internet security practice.</p> <p>Has good access to the internet during working hours.</p>	<p>Previous experience with a content management system for maintaining a website.</p>
Competencies and Communication	<p>Ability to work effectively on your own or in a team.</p> <p>Excellent oral and written communication skills with the ability to build good relationships with Members.</p> <p>Ability to communicate well with all sectors of the community with diplomacy and in the best interests of the Council.</p> <p>Ability to provide objective advice to Members in a timely and coherent manner.</p>	
Meetings and Administration	<p>Availability to attend evening Council meetings, about seven per year.</p>	