

## **NORTH LUFFENHAM PARISH COUNCIL**

### **JOB DESCRIPTION**

**(DATE EFFECTIVE: 1 APR 2018)**

**Job Title:** Clerk to the Council & RFO  
**Responsible to:** Parish Council  
**Responsible for:** All Council property and financial resources

#### **Job Purpose**

1. To ensure that the Council's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
2. To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
3. To ensure that the Council's Standing Orders and Financial Regulations are correctly observed and implemented.
4. To be the Council's principal adviser on policy matters.
5. Manage the provision of Council services, buildings, land and resources and to promote the Council.
6. To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.
7. Act as the Responsible Financial Officer

#### **Key Duties and Responsibilities**

1. 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.
2. To be the Council's principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.
3. 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.
4. To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and Committees in accordance with all statutory

requirements and prepare minutes for approval, other than where such duties have been delegated to another Officer.

5. To ensure that all meetings of the Council and where requested, all meetings of its Committees, are clerked, attending personally other than where such duties have been delegated to another Officer, and to maintain Councillor's attendance records.
6. To receive and conduct 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 the Council.
7. To sign, and deliver any agreements, contracts, conveyances, licences, consents, approvals etc on behalf of the Council and to secure planning and other consents on behalf of the Council as authorised.
8. In consultation with the Chair, to prepare and publish the Council's Annual Report.
9. To act as the official representative of the Council at meetings of other relevant organisations as required.
10. To issue notices and prepare agendas and minutes for the Annual Meeting, attend the Annual Meeting and to implement the decisions made by the Council.
11. To develop effective liaison and an effective working partnership with other relevant District and County Councils, other public authorities, 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.
12. To work with Councillors to improve, develop and up-date the Council's website.
13. To have an understanding of planning and development issues as they affect the Council area, in particular the Local Development Plan, the Local Strategic Partnership and the Emergency Plan and advise Councillors accordingly.
14. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
15. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

## **ADDITIONAL DUTIES AS RESPONSIBLE FINANCIAL OFFICER**

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

**Responsible to:** Parish Council

**Responsible for:** All Council finances

### **Job Purpose**

1. To be responsible as the Council's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council.
2. To act as the principal adviser on financial matters and be responsible for the careful administration of the Council's finances.

### **Key Duties and Responsibilities**

1. To carry out all the functions required by law of a local authority's Responsible Financial Officer and in particular ensure that Financial Regulations are correctly observed, implemented and recommend revisions where necessary.
2. To ensure that the Council's finances are effectively managed and monitored.
3. To advise on and prepare and present the annual estimates of income and expenditure for revenue services, the capital budget programme and annual precept requirements to Committees and the Council.
4. To monitor and manage the Council's budget expenditure and income and provide Council Committees with a regular statement of income and expenditure under each heading in the approved annual revenue and capital budgets.
5. To ensure that the statutory audit requirements are completed each year.
6. To ensure that the Council's obligations for financial risk assessment are properly met.
7. To report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met
8. To ensure that:-
  - all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally
  - all payments made to the Council are recorded, any necessary receipts issued, all cash and cheques received are banked promptly and that all associated records kept and any queries are investigated
  - invoices are prepared and issued on behalf of the Council for goods and services to ensure payment is received
  - all necessary records in connection with the above are maintained

- all necessary administration and banking procedures are arranged to ensure that all full and part time staff wages and salaries are paid
  - all relevant rents or charges are collected for relevant Council services and facilities
  - all necessary Revenue and Customs, VAT, SSP and pension financial returns and/or payments are completed and dispatched on time
  - records, returns and public notices for the annual audit are prepared and the necessary public notices displayed
  - appropriate financial management systems are in place and operated securely
9. To monitor and ensure that the Council's accounts are balanced and the Council informed of the ongoing financial situation.
10. To ensure that adequate financial security and internal financial and accounting controls are in place and periodically reviewed and the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
11. To work closely with the internal auditor and liaise as required with external audit to ensure financial compliance with Financial Regulations and Standing Orders and recommend any necessary amendments to the relevant Committee/Working Group.
12. To ensure that appropriate and adequate insurances are maintained and an annual equipment inventory is carried out.