



JOB DESCRIPTION/PROFILE

CLERK & RESPONSIBLE FINANCIAL OFFICER

1. Main Purpose of Job:

- To execute all statutory and legal duties on behalf of the Council, both as Proper Officer and as Responsible Financial Officer
- To enable the Council to take decisions regarding its activities and to implement all decisions and actions as resolved by the Council and its Committees
- To advise, inform and assist the Council and its Councillors

2. Position in Organisation:

- Reports to the Council
- Responsible for any supporting and administrative staff and any contractor working for the Council

3. Scope of Job:

Statutory and Legal	Ensure that the Council complies with all duties and notifications as required by law
Financial	Responsible for administration of all financial records and the effective management of the Council's resources
Decision-making	Responsible for ensuring that decisions lawfully taken are implemented constructively
Advisory	Research and ensure the Council has sufficient information to take effective decisions and to facilitate policy formulation Provide advice and assistance as required
Representation	Represent the Council when necessary

4. Dimensions and Limits of Authority:

- Authority to act as Proper Officer where no decision is required as to alternative courses of action, eg to report a Councillor's resignation to Electoral Officer
- Authority to act as specified under Council's Financial Regulations, and Scheme of Delegation
- Authority to act in an emergency under limits specified in Council's Financial Regulations
- Authority to deal with correspondence and requests for information regarding the Council's activities or which fall within the Council's stated policy
- No other authority to act unless so authorised by Council

5. Qualifications:

- Certificate in Local Council Administration (minimum requirement)
- Certificate of Higher Education in Local Policy Studies (optional requirement) **OR**
- Willingness to undertake study to obtain these recognised qualifications
- Other relevant degree could be helpful

6. Experience:

- Working in Local Government
- Working in legal sector, or business sector
- Financial awareness – budgeting, audit, risk assessment
- Keyboard skills and PC literacy (eg ECDL)

DUTIES AND KEY RESPONSIBILITIES:

Legal and Statutory:

- To serve as the Council's Proper Officer and Responsible Financial Officer
- To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed
- To act as the official signatory on all legal documents, precept information, rental agreements, pension documents, etc.
- To advise the Council on procedures required by Standing Orders or by law in the conduct of Council business
- To advise the Council on matters relating to land and property held by the Council
- To keep in safe, but accessible, custody, all deeds, plans, letters, records and other documents belonging to the Council

Financial:

- To assist and advise in discussions prior to the preparation of budget estimates
- To prepare such estimates following Council and Committee guidance
- To issue a precept demand on behalf of the Council
- To maintain, monitor and balance the Council's accounts and prepare records for audit and VAT purposes
- To prepare and submit annual financial reports and accounts as specified by Audit and Accounts Regulations
- To present regular financial monitoring reports to the Council's Committees
- To advise the Council on any significant current or expected deviation from budget
- To assess and prepare reports on the financial implications of any issue before the Council
- To receive and report on invoices to be paid by the Council and to ensure that such accounts are met after approval
- To act as a co-signatory in issuing cheque payments on behalf of the Council
- To issue invoices on behalf of the Council for amounts due to the Council, and to ensure that payment is received
- To bank all monies received promptly
- To manage all cash flows, control of investments and bank transfers
- To maintain salary payment records and to make PAYE and NI returns and administer the pension scheme on behalf of the Council
- To monitor compliance with Council's financial regulations and ensure correct financial systems are in place
- To ensure the Council's obligations to insure and in respect of Risk Assessment are properly met
- To maintain the Council's Register of property and assets
- To obtain information, including balance sheets, from organisations seeking grants from the Council and to present such information to the Council

Assisting and Implementing the Council's Decision-making Process:

- To prepare agendas, and minutes for approval, for all meetings of the Council, its Committees, sub Committees and where appropriate, its Working Parties; where appropriate to ensure these tasks are properly delegated
- To attend all meetings of the Council, its Committees and sub Committees; where appropriate to ensure this duty is properly delegated
- To receive correspondence and documents on behalf of the Council
- To bring items to the attention of the Council
- To write letters arising from the Council's meetings
- To issue correspondence as a result of instructions of, or the known policy of the Council
- To deal expeditiously with all such correspondence
- To maintain good relations with official and other bodies in transacting Council's business and/or in seeking information or assistance required by the Council
- To arrange and assist with public open sessions, public meetings and public surgeries

Advice and Assistance:

- To liaise with all Councillors, other authorities and all external bodies, organisations, and members of the public

- To assist and advise in the formulation of overall policies to be followed in respect of the Council's activities, and to monitor their effectiveness
- To prepare and submit reports, verbal or written as appropriate, for the Council's consideration
- To study reports and other data on Council activities, and on matters bearing on those activities; if necessary to obtain further information and specialist advice
- To deal with those matters which fall within stated Council policy
- To bring to the Council's attention those matters which require Council's consideration
- To advise the Council as sole corporate Trustee of the Holme Valley Land Charity, solely in relation to any impact on the Parish Council in its own responsibilities**
- To assist and advise the Council on the asset transfer of Holmfirth Civic Hall and the setting up of a Charitable Incorporated Organisation (CIO)
- To advise the Council (including its nominated Members of the Board of Trustees of the CIO) solely in relation to any impact on the Parish Council in its own responsibilities as (potential) owner of the asset of Holmfirth Civic Hall
- To assist and advise the Council on the day-to-day management and running of Holmfirth Public Conveniences
- To assist the Editor of the Council's newsletter with the production of articles and information for inclusion in the newsletter and Annual Report
- To write and arrange for the inclusion of information on the Council's website
- To monitor and update information on the Council's website and social media accounts
- To ensure appropriate IT skills are acquired and maintained to provide above assistance with newsletter and website by all Officers of the Council
- To assist and advise the Chairman on Council issues and in the organisation of civic events
- To assist and advise individual Members on queries, and in relation to any Working Parties
- To receive members of the public at the Council offices
- To relate tactfully to members of the public in handling their concerns
- To allocate and supervise the work of any supporting, and administrative, staff
- To assist with the training and/or supply of training for existing and new Officer(s)
- To undertake other matters relating to Council business as the Council may request

Representing the Council:

- To act as representative of the Council at other meetings, as required by the Council
- To attend the conferences of the National Association of Local Councils, the Society of Local Council Clerks and other relevant bodies as the representative of the Council, as required
- To undertake such training as the Council may require and authorise
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council
- To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council

AGREED & SIGNED BY JOB HOLDER (ONCE APPOINTED):

..... **NAME:** **DATE:**

CHAIRMAN OF THE COUNCIL:

..... **NAME:** **DATE:**