

Winterbourne Parish Council job description and specification for the Parish Clerk/Responsible Financial Officer

Accepted and approved at a meeting of Winterbourne Parish Council on 15 June 2022

Overall Responsibilities

The Clerk to the Parish Council is the Proper Officer of the Parish Council and as such has a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local council's Proper Officer. The Clerk is expected to advise the Parish Council on, and assist in the development of, overall practices and policies consistent with the law and good practice. The person appointed will be accountable to the Parish Council for the effective management of all its resources and will report to them as and when required. The Clerk is the Responsible Financial Officer and responsible for all financial records of the Parish Council and the careful administration of its finances.

As Clerk

- To prepare, in consultation with appropriate members, the agenda for meetings of the Parish Council and to issue notices and invitations thereof (including *ad hoc* meetings and the Annual Parish Meeting).
- To attend such meetings and prepare minutes for approval in a timely fashion.
- As directed by the Parish Council, to implement decisions made at such meetings and monitor the outstanding actions to ensure that they are achieving the desired result in a timely manner.
- To receive correspondence and documents on behalf of the Parish Council and to deal with such correspondence or documents in accordance with Parish Council Standing Orders and other applicable policies and procedures.
- Undertake meetings with the Chairman (if requested to do so) and liaise as required with individual councillors on their portfolio tasks.
- To ensure agenda/minutes, other documents as required by law or good practice, and any other information as requested by Parish Council are published on the Parish Council noticeboard and website. Ensure that all information so displayed is current and up to date.
- Allotments at Down Barn Road: (i) issue annual contracts and invoices for allotment tenants (ii) ensure payments for the annual invoices for allotment tenants are received and checked against the relevant register (iii) ensure that the register of allotment tenants is kept up to date and accurate (in liaison with the portfolio holder/Council member allocated to the portfolio) (iv) arrange (including agenda) and attend the annual meeting of the allotment tenants.
- To represent the Parish Council when requested to do so by the Parish Council.
- When appropriate or necessary, exercise any authority delegated by the Parish Council, and report back to the Parish Council on any decisions made under such authority in accordance with the Openness of Local Government Regulations 2014.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council, and to work towards the achievement of a Certificate in Local Authority Administration (CiLCA).

As Proper Officer

- To ensure that the legal¹, statutory and other provisions governing or affecting the meetings and proceedings of the Parish Council are observed.
- Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office.
- Respond to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures.
- Manage the storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and as set out in the Council's Document Retention and Publication Policy.
- To ensure that the Parish Council's obligations to insure are adequately met.
- Provide advice to the Parish Council on law and guidance relating to parish councils, and obtain additional advice (from NALC/WALC or elsewhere) as appropriate or required.

As Responsible Financial Officer

- Maintain all financial records and accounts in accordance with all statutory and legal requirements² and with the Parish Council's Financial Regulations.
- To prepare draft estimates which, when approved by the Parish Council, will form the annual budget for the year, and to report thereon as necessary.
- To submit the precept to the Unitary Authority by the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
- Production of annual accounts including balance sheet: liaison with the internal auditor in order to prepare and present the annual accounts to the Parish Council.
- Ensure that an annual external audit is carried out and ensure annual accounts are despatched to the external auditor with display of applicable external auditor documentation in the Parish by its specified dates.
- To monitor and balance the Parish Council's accounts and prepare records for audit purposes and VAT.
- To receive and report on invoices for goods and services to be paid for by the Parish Council and to ensure such accounts are paid in a timely manner in accordance with its financial regulations. To issue invoices on behalf of the Parish Council for goods and services (including the provision of allotment gardens) and to ensure payment is received.
- Procure goods and services through purchase orders or tender (including competitive tender) as directed by the Parish Council and in accordance with Parish Council Financial Regulations.

¹ As set out in the Local Government Act 1972 Schedule 12

² In particular the Accounts and Audit Regulations 2015 noting that Winterbourne Parish Council is a smaller authority as defined by the Local Audit and Accountability Act 2014