

Clerk and Responsible Finance Officer to The Belbroughton and Fairfield Parish Council

Overall Responsibilities

The Clerk to the Council will be 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 notifications required by law of a local authority's Proper Officer.

The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the authority'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. The Clerk/RFO will be responsible for all the financial records of the Council and the careful administration of its finances.

The 'Line Manager' for the person appointed will be the Parish Council chairman.

Specific Responsibilities

a) To ensure that statutory and other provisions governing or affecting the running of the Council are observed.

b) To ensure that the Council's obligations for risk assessment and to insure are properly met.

c) To prepare, in consultation with appropriate members, agendas for meetings of the Council and its Committees.

d) To attend such meetings and prepare minutes for approval.

e) 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 for consideration.

f) To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields.

g) 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 practicability and the likely effects of specific courses of action.

h) To supervise other paid bodies who undertake work on behalf of the Council to ensure compliance with council policies and to undertake all necessary activities in connection with the management of payments and conditions of work.

- i) To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- j) To act as a representative of the Council as required.
- k) To issue notices, prepare agendas, attend and take the minutes for the Annual Parish Meeting.
- l) To prepare press releases, reports for the parish magazine, and other publicity as required about the activities or decisions of the Council and to keep the Council's website up to date
- m) To attend relevant training courses or seminars on the work and role of the Clerk
- n) To work towards the achievement of the status of 'Qualified Clerk' as a minimum requirement for effectiveness in the position of Clerk and Responsible Finance Officer to the Council.
- o) To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. It is suggested that the Clerk should be a member of the professional body The Society of Local Council Clerks.
- p) To attend the conferences of the Worcestershire Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
- q) To undertake any other duties as commensurate with the grade of the position.

Responsible Finance Officer

1. To prepare financial reports of the Council covering budget monitoring, fund balances, receipts and payments to date, payroll summary, payment of accounts and other relevant current matters.
2. To prepare draft estimates which, when approved, will form the annual budget for the year, and to report thereon as necessary.
3. To submit the Precept to the District Council by the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
4. To monitor and balance the Council's accounts and prepare records for internal and external audit purposes and VAT.
5. To draw up specifications for quotations for project related activities, ensuring quotes for works are sought following the Council financial procedures.
6. To liaise and monitor contractor / specialist bodies progress on completion of project related activities and provide feedback to the Council.
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 to ensure payment is received.

8. To bank regularly all money received by the Council.
9. To manage the cash flow and to control investments and bank transfers.
10. To verify, analyse for accounts purposes, and recommend suppliers' invoices for payment.
11. To control payments made by cheque or other means approved by the Council.
12. To take overall responsibility for the management of the payroll, ensuring prompt and proper payment of any deductions for Income Tax, National Insurance and pension fund contributions.
13. To take overall responsibility for the prompt submission of VAT Return Forms or repayment claims.
14. To prepare Financial Statements for each financial year for Councillors and the public.
15. To prepare the Accounts and the Annual Return for the Council each year and to submit them to Council for approval and to the Auditors when required.
16. To arrange for appropriate Internal Audit in accordance with Financial Regulations.
17. To monitor compliance with the Council's Financial Regulations and ensure that these are reviewed as necessary.
18. To maintain the Council's asset register.

Person Specification: Clerk and Responsible Finance Officer

Competency / Skill	Essential	Desirable
Education and Training	<p>Good general level of education.</p> <p>High level of numeracy and literacy.</p> <p>Holder of relevant qualification (CiLCA or equivalent), or a willingness to obtain relevant qualification.</p>	Evidence of continued training and personal development.
Skills and Experience	<p>Good interpersonal and communication skills.</p> <p>Self-motivating, proactive and ability to manage own work.</p>	Experience and/or understanding of local Government.

	<p>Ability to work both independently and as part of a team.</p> <p>Good I.T. skills, including website maintenance knowledge.</p> <p>Ability to analyse and present complex issues clearly.</p>	<p>Experience of financial management and/or computer based accounting systems. (A 'Quickbooks' software package is used).</p> <p>Experience and/or understanding of working within a legal framework.</p>
<p>Other requirements</p>	<p>Willingness to work flexibly to meet the needs of the Council, including attending evening meetings.</p> <p>The role is presently home based and thus ability to work from home.</p> <p>A full driving licence.</p> <p>A willingness to travel within the parish area and the wider community.</p> <p>Confirmation of 'The right to work'. Plus, a satisfactory Disclosure and Barring Service (DBS) check. (to be undertaken by the Council)</p>	