

CLERK TO THE PARISH COUNCIL
RESPONSIBLE FINANCIAL OFFICER

Job description 2008

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1. JOB TITLE: CLERK TO THE PARISH COUNCIL & RESPONSIBLE FINANCIAL OFFICER
 2. GRADE: Local Government Scale I for population under 5000. Starting at SCP 15 [currently £8.04 ph] with the possibility of yearly increments to SCP 21 [currently £9.58 ph.] or beyond to SCP25 when relevant qualifications are gained.
 3. HOURS: 39 hours per month on a flexible basis. At least one evening meeting per month, usually on a Monday.
 4. RESPONSIBLE TO: The Parish Council.
 5. PLACE OF WORK: The Clerk is expected to maintain an office within their own residence. Equipment will be provided or an agreed sum can be paid towards the use of your own equipment.
 6. MAIN DUTIES AND RESPONSIBILITIES:

Clerk to Parish Council

- ✓ To protect and promote the interests of the Council.
- ✓ Administer the Clerk's Office, including the dissemination of correspondence and dealing with all other communications e.g. telephone, fax, email, photocopying
- ✓ Preparing and assembling all papers and documents required for meetings of the Council, [and Committees] including the preparation of Agendas and distribution of these in accordance with statutory requirements.
- ✓ Read all correspondence. Notify the relevant Councillor/s of any items/meetings that need attending/a response before the next Council Meeting. Read all items such as Minutes from Caradon D.C., information and dictates from Central Government, information from CALC, District Council and County Council etc. Summarise information and inform Councillors.
- ✓ Arrange the regular meetings and any additional meetings required. Book room and prepare same for the Councillors.
- ✓ To place meeting agendas on the five parish notice boards prior to meetings, to tidy boards and remove out of date notices and any sharp items as necessary. At the same time, put up any additional notices from District or County Council.
- ✓ Attend all meetings of the Council and also any meetings, conferences or training sessions held in the area as required by the Council.
- ✓ To take the official Minutes of Council meetings and prepare copies of same.
- ✓ To act in the capacity of legal advisor to the Council to ensure that all activities and actions are within statutory limitations.
- ✓ To undertake research to obtain information and costings to allow the Councillors to make informed decisions.
- ✓ To deal with all instructions of the Council emanating from meetings.

- ✓ To liaise with Caradon Planning Department on planning applications, to return Council recommendations immediately after meetings.
- ✓ To keep District & County Ward Members informed of the activities of the Council.
- ✓ To occasionally undertake visual inspections of parish play equipment for litter, splinters, damage etc. and to record these visits.
- ✓ To liaise with our contracted cleaners for the Public Conveniences and to order supplies as required.
- ✓ To maintain all inspection records of the parish play equipment, to act within the delegated powers to remedy any matters reported that constitute safety issues.
- ✓ Management of all burials in the civic cemetery and processing of all records and resultant paperwork.
- ✓ Acting as liaison with other Authorities CDC. CCC etc., utilities etc.
- ✓ To be responsible for the care and protection of all books, plans and valuables of the Council and ensure that they are secure at all times.
- ✓ Organise the Annual Parish Meeting and take minutes.
- ✓ To gather information for grant applications and make these as required to ensure all conditions of any grants given are fulfilled.
- ✓ To produce the 'Parish Pages' for the Link newsletter and send to the editor for monthly inclusion.
- ✓ To continue to improve the parish web site and arrange for it to be updated regularly.

Responsible Financial Officer

- ✓ Keep the accounts of the Council according to the Accounts & Audit Regulations.
- ✓ Provide monthly cash flows and reconciliations.
- ✓ Do Council banking, drawing of cheques, paying of all accounts
- ✓ Prepare annual budget figures and monitor throughout the year.
- ✓ Control flow of cash between current and deposit accounts.
- ✓ Complete annual accounts as soon after 1st April as possible.
- ✓ Liaise with the internal auditor and deliver books for audit whenever required.
- ✓ Completing all audit forms and comply with requests from District Auditor.
- ✓ Maintain wages records for Inland Revenue if required.
- ✓ To administer PAYE & NI as necessary.
- ✓ Monitor insurance policy and cover provided.
- ✓ Calculate & collect all VAT due to Council

General

- ✓ To be prepared to perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
- ✓ To produce a regular back-up of all Council information held on computer and store this in a different location to the main computer.
- ✓ To be prepared to undertake additional training as required, especially any training necessary to become a qualified Clerk and meet the requirements of the Quality Council scheme.