

LINKINHORNE PARISH COUNCIL CLERK TO THE PARISH COUNCIL & RESPONSIBLE FINANCIAL OFFICER

JOB DESCRIPTION 2021

JOB TITLE	Clerk to the Council and Responsible Finance Officer
GRADE	Local Government Spinal Column Points 11-20 (£21,748 to £25,991) pro rata, subject to review after 6 months in post.
HOURS	48 hours per month on a flexible basis, at least 1 evening per month, usually on the second Monday of the month.
CONTRACT	Permanent, Part time. Local Government Pension Scheme applies.
RESPONSIBLE TO	The Parish Council
PLACE OF WORK	The Clerk is expected to maintain an office within their own residence including for the storage of Parish documents (2x large filing cabinets). Equipment will be provided or an agreed sum can be paid toward the use of your own equipment.

MAIN DUTIES & RESPONSIBILITIES

The role of Clerk is to ensure that the Council as a whole conducts its business properly and to provide independent, objective and professional advice and support. The main duties and responsibilities are:

- i) To protect and promote the interests of the Council
- ii) Administer the Clerk's office, including the dissemination of correspondence and dealing with all other communications e.g. telephone, email, photocopying, social media.
- iii) 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.
- iv) 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 the unitary Council, information and releases from Central Government, information from CALC etc. summarise and inform Councillors.
- v) Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format. Ensure that all documents and communications comply with the General Data Protection Regulations (GDPR).
- vi) Arrange the regular meetings and any additional meetings required. Book room and prepare same for councillors including operation of visual display equipment.
- vii) To place agendas on the 5 Parish Council owned noticeboards prior to meetings, to tidy boards and remove out of date notices and any sharp items as necessary.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 the unitary Council.
- viii) Attend all meetings of the Council and also any meetings, conferences or training sessions held in the area as required by the Council

- ix) To take the official Minutes of Council Meetings and prepare copies of minutes
- x) To act in the capacity of legal advisor to the Council to ensure that all activities and actions are within statutory limits
- xi) To undertake research to obtain information and costings to allow the Council to make informed decisions
- xii) To deal with the instructions of council emanating from meetings
- xiii) To liaise with the Local Planning Authority on planning applications, to return Council recommendations immediately after meetings
- xiv) To keep the Unitary Council Divisional Member informed of the activities of the Council
- xv) To periodically undertake visual inspections of parish play equipment for litter, splinters, damage etc. and record these visits
- xvi) To ensure that the Council's obligations for Risk Assessment are properly met.
- xvii) To liaise with contracted cleaners for the Public conveniences, to order supplies as required and undertake periodic visual inspections and collection and banking of charges.
- xviii) To maintain all inspection records of parish play equipment and public conveniences to act within delegated powers to remedy any matters that constitute safety issue
- xix) Management of all burials in the civic burial ground and processing of all records and associated paperwork
- xx) Management and key holder of assets including, public conveniences, burial ground, play areas, street furniture including, Linkinhorne War Memorial, defibrillator etc.
- xxi) Acting as liaison with other authorities and bodies
- xxii) To be responsible for the care and protection of all books, plans, and valuables of the Council and ensure they are secure at all times
- xxiii) Organise the Annual Parish Meeting and take Minutes
- xxiv) To gather information for grant applications (offered or made) and make these as required to ensure all conditions of any grants received/given are fulfilled
- xxv) To produce the 'Parish Pages' for the Link newsletter and send it to the Editor for monthly inclusion
- xxvi) To administer and regularly update statutory and other content on the parish website. Ensure that the website is compliant with Web Content Accessibility Guidelines WCAG2.1

Responsible Finance Officer

- xxvii) Keep the accounts of the Council according to the Accounts and Audit Regulations
- xxviii) Provide monthly cash flows and reconciliations
- xxix) Do Council banking, drawing of cheques, paying of all accounts

- xxx) Prepare annual budget figures and monitor throughout the year
- xxxi) Control flow of cash between current and deposit accounts
- xxxii) Complete the annual accounts as soon after 1st April as possible
- xxxiii) Liaise with the internal auditor and deliver books for audit whenever required
- xxxiv) Completing all audit forms and complying with requests from the External Auditor and meeting the requirements of the Transparency Code regime
- xxxv) Maintain wages records for the Inland Revenue
- xxxvi) To administer PAYE, NI and pensions as necessary
- xxxvii) Monitor insurance policy and cover provided
- xxxviii) Calculate and collect all VAT due to the Council and administer returns
- xxxix) To negotiate and provide quotes for maintenance and cleaning contracts.

General

- xl) To undertake and support projects and initiatives of the Council
- xli) The management of Council contracts
- xlii) To undertake such additional training as required. As a minimum this will involve training with regard to the operation of the burial ground and attainment of the Certificate in Local Council Administration (CILCA)
- xliii) To use software packages associated with the work of the Council including Microsoft Office
- xliv) To produce a regular back up of Council information held on computer and store this in a different location to the main computer
- xlv) To undertake such other duties as are reasonably commensurate with the character of the post and its level of responsibility review.
- xlvi) To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
- xlvii) To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.