



## HASWELL PARISH COUNCIL

### PARISH CLERK / RESPONSIBLE FINANCIAL OFFICER

#### Job Description

POST TITLE: CLERK AND RESPONSIBLE FINANCE OFFICER  
ACCOUNTABLE TO: PARISH COUNCIL  
RESPONSIBLE FOR: ALL STAFF  
PAY GRADE: LC2 POINTS

#### OVERALL RESPONSIBILITIES

The Clerk will be the Proper Officer of the Council and, as such, is under a statutory duty to carry out all the functions and to serve or issue all the notifications required by law of a Local Authority's Proper Officer. The Clerk will have full responsibility for ensuring that the instructions of the Council 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 its activities and to produce all information required for making effective decisions. The Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk will be the Responsible S151 Financial Officer and will be responsible for the management and administration of the Council's finances.

#### STRATEGIC RESPONSIBILITIES

1. To assist the Council to develop and implement strategic vision for the Parish, to define its strategic objectives and to develop appropriate performance management arrangements to monitor their achievement.
2. To review annually the achievement and objectives with the Council, and work with the Chairman of the appropriate sub committees to develop action plans for delivering short and medium-term objectives.
3. To monitor the implemented policies of the Council to ensure their effectiveness and propose modifications as appropriate.
4. To ensure an effective organisational structure is developed and implemented to meet the needs of the Parish council whilst balancing the need for financial efficiencies.

## **STATUTORY RESPONSIBILITIES**

5. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
6. To advise the Council in relation to its legal obligations, including those as an employer and in relation to Health and Safety.
7. To alert Members of the Council to changes in respect of their statutory and other responsibilities as Councillors and act as advisor to Members on such matters as required.

## **FINANCIAL RESPONSIBILITIES**

8. To act as the Council's responsible Financial Officer to ensure that the Council are carrying out their statutory duties.
9. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
10. 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.
11. To ensure financial efficiencies are developed, reviewed and amended to ensure value for money.
12. To ensure that the Council manages its assets appropriately including regularly reviewing insurance provision and risk assessments.

## **ADMINISTRATIVE RESPONSIBILITIES**

13. To ensure that the Council's standing orders, financial regulations and delegation scheme are regularly reviewed and in particular to ensure that any changes required by changes in the law, guidance or best practice are implemented.
14. To ensure the efficient running of the Council premises, reviewing and monitoring systems, processes, and procedures and updating where appropriate, making best use of appropriate information technology.
15. To prepare agendas for meetings of the Council, to attend such meetings and prepare minutes for approval.
16. 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. To issue correspondence as a result of the instructions of, or known policy of, the Council.
17. 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.
18. 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.
19. To prepare and publish all communications via the website, social media and press releases about the activities of, or decisions of, the Council where appropriate.

## **PERSONNEL MANAGEMENT**

20. To supervise and manage any other members of staff in keeping with the policies of the council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff including and performance management.
21. To ensure the effective delegation and allocation of responsibilities and activities to members of staff.
22. To ensure the appropriate training of staff and updating of skills to match their responsibilities and duties in light of annual appraisals and/or personal development plans.

## **OTHER RESPONSIBILITIES**

23. To act as a representative of the Council as required including attending meetings with key stakeholders and positively promoting the Council within the local community to ensure its continued presence in local affairs.
24. To actively pursue any opportunities for inward investment and grant-aid which may match the Council's priorities.
25. To process and respond to freedom of information (FOI) requests in a professional manner ensuring council approval where appropriate before information is released.
26. To attend training courses on the work and role of the Clerk as required by the Council.
27. To attend the Conferences of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required by it.
28. To undertake specific projects from time to time at the request of the Council.
29. To hold or to achieve the status of Qualified Clerk within 12 months of taking up the post as a minimum requirement for effectiveness in the position of Parish Clerk to the Council.
30. To act as the first point of contact in cases of emergency.
31. To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post.

This job description is subject to review and may change over time to meet the needs of the organisation. Any changes will be subject to consultation with the post holder.