

Shipton by Beningbrough/ Linton on Ouse Parish Councils
JOB DESCRIPTION – CLERK TO THE PARISH COUNCIL

Post Title: Parish Clerk and Responsible Financial Officer (RFO)
Hours: 8.5 (Shipton) and 7 (Linton) hours per week (to include meetings)
Salary: Between Local Gvt SCP range 5 and 17 dependent on experience and responsibilities
Accountable to: The Council as corporate body
Location: Work from Home/ monthly meetings in village halls

Overall Responsibilities

The Clerk to the Parish Council 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 be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out and ensuring that the council remains legally compliant.

The Clerk is expected to advise the Council providing information required for making effective decisions and to implement constructively all decisions, and for working within the requirements of the Parish Council policies.

The Clerk will be accountable to the Council for the effective management of all its resources and will report to it as and when required.

The Clerk will be the Responsible Financial Officer, responsible for all financial records of the Council and the careful administration of its finances.

CORE RESPONSIBILITIES OF CLERK:

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed and proactively keep up to date with relevant changes in legislation affecting local councils.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met and managed.
4. To prepare agendas for meetings of the Council. To attend all such meetings and take and prepare minutes for approval at the following meeting. Publicise agendas and minutes at the appropriate times. To issue Notices and prepare agendas and minutes for the Annual Parish Meeting and attend.
5. To receive correspondence (electronic or by post) 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 instructions of, or the known policy of, the Council.
6. 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 and to ensure payment is received.
7. To attend training courses or seminars on the work and role of the Clerk as required by the Council, including the CiLCA qualification.

8. Manage the Council's response to planning applications making sure that the Council's response is sent to the planning authority on time.
9. To book Village Halls for meetings as required.
10. To manage Village Allotments (Shipton only), ensure invoices are sent and payments received annually and tenants sign agreements. Advertise empty plots.
11. Maintain/coordinate content on the parish website and liaise with the web management company, as necessary.
12. To ensure that the play equipment on the Village Playing Field is monitored regularly for safety purposes.

OTHER DUTIES MAY INCLUDE:

13. 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 and to produce reports for circulation and discussion by the Council.
14. Ensure that the Standing Orders and Financial Regulations are reviewed at least annually or when the law changes, and that other policies are reviewed as appropriate. Make sure that the Council as a whole are aware of policies and procedures.
15. To act as the representative of the Council as required with both village organisations and other local and national bodies such as the Yorkshire Local Councils.
16. To prepare (potentially in consultation with the Chairman or other Cllrs) press releases / social media posts about the activities of, or decisions of, the Council.
17. To ensure that the village defibrillator/s are checked monthly and components ordered as required.
18. To ensure that up to date information is displayed on the Parish Council noticeboard.
19. Respond to requests made under freedom of information legislation and rights exercisable under data protection legislation.
20. Manage councillor vacancies including co-option and elections. Hold acceptance of office forms and a copy of every councillor's register of interest.

CORE DUTIES OF RESPONSIBLE FINANCE OFFICER

A responsible finance officer (RFO) must be appointed by each local council in accordance with Local Government Act 1972 section 151.

1. To prepare and present financial reports of the Council covering budget monitoring, receipts and payments to date 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 Demand to the District Council at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
4. To bank promptly all income received by the Council.
5. To ensure that all money due to the Council is billed and collected promptly.
6. To involve Members in the internal financial control systems wherever possible.
7. To manage the cash flow and to control investments and bank transfers.
8. 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 or superannuation fund contributions.
9. To take overall responsibility for the prompt submission of VAT Return Forms or repayment claims.
10. To verify, analyse for accounts purposes, and to authorise suppliers' invoices for recommendation for payment.

- 11.** To prepare the Accounts and the Annual Return for the Council each year and to submit them to Council for approval and to the external Auditor when required.
- 12.** To arrange for appropriate Internal Audit in accordance with proper practices and the Council's Financial Regulations.
- 13.** To monitor compliance with the Council's Financial Regulations.
- 14.** To manage the Risks faced by the Council and to recommend such insurance as is required (in particular, Fidelity Guarantee), or is mandatory (Employer's Liability).
- 15.** To ensure that the Assets of the Council are maintained to an appropriate standard and the Asset Register reflects this.
- 16.** To ensure all relevant financial information is publicly available on the Parish Council's website in line with the Transparency Code
- 17.** Research and bring forward opportunities to apply for grants to support Council aspirations.

Subject to workload, the Clerk can be expected to be involved in other activities to support the Council

Person Specification

Qualifications, Knowledge, Skills and Experience		
Criteria	Essential	Desirable
High standard of literacy and numeracy skills	X	
Willingness to complete further personal and professional development; potentially including the CiLCA qualification		X
Experience of office and financial administration and budget preparation	X	
Highly organised with excellent planning skills and an ability to meet tight deadlines	X	
IT literate with good skills in MS 365 such as Outlook, Word and Excel	X	
Strong management skills with the ability to work positively with both employees and councillors	X	
Ability to travel to parishes for meetings etc	X	
Local government experience/ working knowledge of parish or town council		X
Ability to communicate across a broad range of stakeholders and the public and experience of customer complaints and FOI handling		X
Able to work collaboratively with outside organisations and develop and maintain positive relationships		X
Knowledge of local government account and audit requirements and ability to work with the internal auditor		X
Electronic bookkeeping or financial system experience		X
VAT and or income tax knowledge/experience		X
Website administration		X
Project Management Skills		X
Knowledge of Health and Safety requirements		X

Personal attributes		
Criteria	Essential	Desirable
Excellent communication and interpersonal skills	X	
Friendly, approachable and diplomatic	X	
A flexible, pro-active, and collaborative, 'can do' approach	X	
Honesty, transparency and a willingness to improve practice	X	
Treat people with equity and inclusivity with respect for diversity	X	
Availability to work evenings for attendance at meetings	X	
Ability to manage own workload	X	
Flexible attitude to working arrangements to meet the councils needs	X	