

Witherley Parish Council

Atterton, Fenny Drayton, Ratcliffe Culey and Witherley

Job Title: Clerk to the Council and Responsible Financial Officer

Responsible to: Council

Responsible for: All Council property and finances

Job Purpose

1. The role of Clerk and act as the Council's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council.
2. To act as the principal adviser on financial matters and be responsible for the careful administration of the Council's finances.
3. To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
4. To ensure that the Council's Standing Orders and Financial Regulations are correctly observed and implemented and up to date.
5. To manage the Council's contracts effectively and to be the Council's principal adviser on policy matters, be responsible for all aspects of Health and Safety, manage the provision of Council services, land and resources and to promote the Council.
6. To be responsible for ensuring that the instructions of the Council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.
7. To be the proper officer and data controller for the Council.

Key Duties and Responsibilities

8. To ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.
9. To be the Council's principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.
10. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements.
11. To ensure confidential matters remain confidential.
12. To issue notices and prepare the agenda and minutes for the Annual Meeting, attend the Annual Meeting and to implement the decision made by the Council.
13. To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and Committees in accordance with all statutory requirements and prepare minutes for approval, other than where such duties have been delegated to another Officer.
14. To prepare and publish the Council's Annual Report.

Witherley Parish Council

Atterton, Fenny Drayton, Ratcliffe Culey and Witherley

15. To ensure that all meetings of the Council and all meetings of its Committees, Sub-Committees and Working Parties are clerked, attending personally other than where such duties have been delegated to another Officer, and to maintain Councillor's attendance records.
16. To receive and action all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.
17. To respond to emails and requests from Councillors and the public in a timely manner.
18. To sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc on behalf of the Council and to secure planning and other consents on behalf of the Council as authorised.
19. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
20. To develop effective liaison and an effective working partnership with other relevant City/District/Borough/County Councils/Unitary Authorities, public, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council plays a full and effective role in issues affecting the area.
21. To have an understanding of planning and development issues as they affect the Council area, in particular Neighbourhood Plans, the Local Development Plan, the Local Strategic Partnership, economic strategies and the Emergency and Resilience Plan and advise Councillors accordingly
22. To be the principal adviser to the Council on matters of ceremony, civic protocol, and develop relevant cultural, community and commercial links.
23. To ensure the casual vacancy process is followed when a Councillor vacancy arises. To explain the requirements of Ordinary Elections to all Councillors and undertake publicity for recruitment.
24. To apply the principles of equality and equal opportunities as embodied in the Council's policies and practices in order to promote equality of opportunity and treatment and the appropriate attitude and behaviour for all employees, councillors and contractors.
25. To make appropriate arrangements for civic functions and occasions and attend the Council on any ceremonial occasions.
26. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council, and to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
27. To work towards the achievement of Quality Status of the Council and obtain the Certificate in Local Council Administration (if not already gained) as a minimum requirement for effectiveness in the role.
28. To work to improve, develop and up-date the Council's website.
29. To maintain effective and positive press and public relations and prepare, in consultation with key Councillors, press releases about the activities of, or decisions of, the Council.
30. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.
31. 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.

Witherley Parish Council

Atterton, Fenny Drayton, Ratcliffe Culey and Witherley

32. Underwriting these qualities is a sense of public duty, of wanting to help others in the community.
33. To act as the official representative of the Council at meetings of other relevant organisations as required.
34. To manage the arrangements to comply with the Data Protection Act 2018 and the General data Protection Regulations 2018.

Responsible Financial Officer

35. As the Council's Responsible Financial Officer to be responsible for all financial procedures and records, and the careful administration of its finances, in compliance with all statutory obligations or other laws, provisions and notices governing or affecting the running of the Council.
36. To provide general advice to the Council on the budget preparation process and ensure that all Management Reports are presented to the Council and the statutory internal and external audit requirements are completed each year.
37. To carry out all the functions required by law of a local authority's Responsible Financial Officer and in particular ensure that Financial Regulations are correctly observed, implemented and recommend revisions where necessary.
38. To ensure that the Council's finances are effectively managed and monitored and to advise the Council on its financial forward plan, strategy and policies.
39. To advise on and prepare and present the annual estimates of income and expenditure for revenue services, the capital budget programme and annual precept requirements to Committees and the Council.
40. To monitor and manage the Council's budget expenditure and income and provide the Council with a regular statement of income and expenditure under each heading in the approved annual revenue and capital budgets.
41. To ensure that the Council's obligations for financial risk assessment and insurance are properly met. That obligations under the Health and Safety at Work Act and other related legislation are met; this includes the annual equipment inventory and inspection is carried out.
42. To report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
43. To ensure that:
 - all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally
 - all payments made to the Council are recorded, any necessary receipts issued, all cash and cheques received banked and all associated records kept and any queries are investigated
 - invoices are prepared and issued on behalf of the Council for goods and services to ensure payment is received
 - all necessary records in connection with the above are maintained
 - all necessary administration and banking procedures are arranged to ensure that all full and part time staff wages and salaries are paid

Witherley Parish Council

Atterton, Fenny Drayton, Ratcliffe Culey and Witherley

- petty cash accounts are operated properly and all associated records of purchases are maintained
 - all relevant rents or charges are collected for relevant Council services and facilities
 - all necessary Revenue and Customs, VAT, SSP and pension financial returns and/or payments are completed and dispatched on time
 - ensure that Council's budget is prepared and balanced and accounts raised and invoices paid and prepare records for audit purposes and VAT.
 - records, returns and public notices for the annual audit are prepared and the necessary public notices displayed
 - appropriate financial IT systems are in place and operated securely
 - to ensure that the Bribery Action requirements are complied with.
44. To monitor and ensure that the Council's accounts are balanced and the Council informed of the ongoing financial situation.
45. To ensure that adequate financial security and internal financial and accounting controls are in place and periodically reviewed and the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
46. To work closely with internal and external audit to ensure financial compliance with Financial Regulations and Standing Orders.
47. To advise the Council on and assist in the raising of funds by way of grants and sponsorship by following the necessary consultations and processes.
48. To ensure that all surplus Council funds are invested securely and to maximise income.
49. To be responsible for the management, maintenance and use of all the Council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.