Job Description

Parish Council Clerk and Responsible Financial Officer

Responsible to: Cadney cum Howsham Parish Council
Hours: 3 hours per week
Location: Remote working with physical meetings in Cadney or Howsham usually once a month
Special terms: Attendance at Parish Council meetings in the evening

Job Purpose

To ensure that the Council's administrative and civic functions and services are performed professionally and in accordance with all relevant statutory obligations. To carry out all functions required by law of a local authority Proper Officer and Responsible Financial Officer in a timely manner and to issue all statutory notifications.

Key Duties & Responsibilities

To develop and maintain a range of draft mandatory and discretionary policies for adoption by the Council.

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.

To be the Council's principal adviser on all policy issues, developing and maintaining a range of draft mandatory and discretionary policies for adoption by the Council.

To keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.

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.

To receive and conduct 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.

To be responsible for the proper maintenance and safe custody of Council records, deeds and documents.

As Proper Officer, 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.

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.

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 a Councillor, and to maintain Councillor's attendance records.

To ensure that Council's budget is prepared and balanced, invoices paid, and records prepared for audit purposes and VAT.

To prepare for the Annual Parish Meeting.

To study reports and other data on activities of the Council and on matters bearing on those activities and where appropriate, to discuss such matters with consultants and specialists in particular fields and to produce reports for circulation and discussion by the Council.

To apply the principles of equality and equal opportunities as embodied in the Council's policies and practices to promote equality of opportunity and treatment and the appropriate attitude and behaviour for all employees.

To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

To be responsible for the management, maintenance, security and use of all the Council's properties, assets and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.

To work with North Lincolnshire Council officers and Councillors in the delegation of any functions or transfer of assets from the unitary authority.

To act as the official representative of the Council at meetings of other relevant organisations as required.

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.

To take appropriate public relations action to enhance the profile and image of the Council and promote and protect the views/interest of the Council with all relevant external organisations or individuals.

To develop effective liaison and an effective working partnership with North Lincolnshire Council, other public authorities, 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.

To work to improve, develop and up-date the Council's website and manage its email system.

To understand planning and development issues as they affect the Council area and advise Councillors accordingly.

To take appropriate action to ensure that all Council elections are arranged successfully, promoting voting in elections and standing for election to the Council.
To manage the process for co-options to the Council in accordance with relevant legislation.

To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.

To be the principal adviser to the Council on matters of ceremony, civic protocol, and develop relevant cultural, community and commercial links.

To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
To manage the arrangements to comply with the Data Protection Act 2018 and the UK General Data Protection Regulation 2018.

Key Duties & Responsibilities: Responsible Financial Officer

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 policies governing or affecting the running of the Council including:

To carry out all the functions required by law of the Council's Responsible Financial Officer under section 151 of the Local Government Act 1972 for all financial matters and records of the Council.

Acting as the Council's principal adviser on financial matters, and to be responsible for the careful administration of the Council's finances, and the proper application and maintenance of the Council's Standing Orders and Financial Regulations.

Ensuring that the Council's finances are effectively managed and monitored, and to advise the Council on its financial forward plan, strategy and policies.

Advising the Council and its Committees on and preparing the annual budget estimates of income and expenditure for revenue services, the capital budget programme and annual Precept requirements.

Monitoring and managing the Council's budget expenditure and income and providing the Council and Committees with a regular statement of income and expenditure under each heading in the approved annual revenue and capital budgets.

Ensuring that all management reports are reported to the Council, and the statutory internal and external audit requirements are undertaken and completed each year, and any consequential action taken.

Issuing and reporting on invoices for goods and services to be paid for by the Council, and to ensure such accounts are met and 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, 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.
• 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.
• 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. (h) monitoring and ensuring that the Council's accounts are controlled, and the Council informed of the ongoing financial situation.

Ensuring all necessary records are prepared for audit and VAT purposes.
Ensuring that the Council's obligations for financial risk management, including risk assessments, are properly met and where necessary risks are properly insured.
Ensuring 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.
Ensuring that an annual equipment inventory and asset register are in place.
Ensuring that all surplus Council funds are invested securely.
Ensure that any other duties as set out in the Council adopted financial regulations are met.

General duties

To oversee the expedient completion of tasks, projects, and activities and manage the day-to-day running of the Council.

To continue, via training, to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council and to attend training courses or seminars on the work and role of the Clerk and Responsible Financial Officer and the Council's activities as required by the Council.

To undertake such other reasonable duties commensurate with the level of the post and job purpose as required by the Council from time to time.

Person specification		
	Essential	Desirable
Qualifications and experience	• hold the Introduction to Local Council Administration or be prepared to work towards obtaining within 1 year of appointment • Leadership, organisation and time management skills • Experience of formal Committee work • Experience of budget setting, monitoring processes, controls and financial management reports	• Certificate in Local Administration. • Previous experience of working for local authority or similar body. • Experience of dealing with the public and working on own initiative • Project management experience. Successful implementation of equality and performance management systems.
Knowledge	• Knowledge of local government responsibilities, systems and procedures. • Knowledge of relevant accounting procedures • Knowledge of the geography and demographics of the parish and local area	• Knowledge of employment and health and safety law and data protection • Understand how to raise the Council's profile in the community. Knowledge of the governance, operational and legal framework in which the Council operates including local authority planning procedures.
Qualities and Attitudes	• Self-reliant and self-motivated with the drive, determination and initiative to achieve results with minimal supervision • Flexible, pro-active and hands on approach to tasks and problem solving • Trustworthy with confidential information • Acts with tact and diplomacy	• Ability and enthusiasm to adapt to change • Enthusiastic with innovative qualities • Ability to interpret political drivers

	• Community focussed and committed to the delivery of quality service	
Skills and abilities	• Ability to communicate effectively with a diverse range of people • Ability to form and maintain sound working relationships with Councillors, external bodies, contractors and the public. • Formal agenda preparation and minute taking skills • Ability to produce understandable and concise written reports on complex topics • Ability to develop, implement and monitor effective systems and procedures • Ability to organise and prioritise own work • Ability to work in a logical manner and to achieve targets and deadlines. • IT literate with sound working knowledge of MS Office, Excel and Windows packages	• Articulate speaker in public • Working knowledge of Google Workspace. • Strategic level organisational and administrative skills. Experience of presenting information to groups of people
Special conditions	• Willingness to work and/or attend Committees and other meetings and functions in evenings. • Prepared to work varied hours to meet the needs of the post. • Willingness to undergo training to acquire relevant new skills or knowledge relevant to the job.	