

# Ewhurst with Ellens Green Parish Council

## Parish Clerk & Responsible Financial Officer (RFO)

### **Job Description:**

#### *Overall Responsibilities*

The Clerk to the Council will be the Proper Officer of the Council and as such is under statutory duty to carry out all functions, and in particular to serve or issue all 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.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be 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 Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

#### *Specific Responsibilities*

- 1) To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- 2) To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
- 3) To prepare the year end accounts and annual return.
- 4) To ensure that Council's obligations to insure are properly met and to advise on Risk Management and Health and Safety matters in respect of the Council's properties.
- 5) To prepare and issue, in consultation with Chairpersons, notices and agendas for meetings of the Council and Committees.
- 6) To attend one monthly evening Parish Council Meeting and deliver a report of Parish Office matters to the Council. To attend up to two evening Council Committee meetings a month. Prepare draft minutes for agreement with the Chair and circulate the minutes.
- 7) Review annually hire agreements for Council facilities for signature by the hirers in conjunction with the Assistant Clerk/Booking Clerk, and oversee invoicing for hire. Arrange and attend meetings with the Clubs and Organizations using the facilities as required.
- 8) Act of overall administrative control of the management and maintenance of the Parish Council facilities. Check risk assessments produced monthly by the assistant Clerk of the facilities.
- 9) To manage Ewhurst Cemetery, maintain a register of burials, pre purchase deeds, interment of ashes etc. and liaise with funeral directors and masons etc.
- 10) To manage the waiting list for Ewhurst Allotments. Keep up to date records of tenants and prepare letting agreements annually and collect tenants fees.
- 11) To maintain an asset register.
- 12) To receive mail correspondence and documents on behalf of the Council and to deal with them in accordance with the procedure laid down at the Council's correspondence policy.

- 13) To ensure compliance of the Parish Council activities with GDPR and respond the FOI requests as required.
- 14) 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.
- 15) 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.
- 16) To draw up both on his/her own initiative and as a result of suggestions from Chairs proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
- 17) To manage the Clerk email account and deal with enquiries from the public in accordance with the correspondence policy attached..
- 18) 'To supervise the assistant Clerk/Booking Clerk as their line manager in keeping with the policies of the Council. The Clerk to ensure all staff are working collaboratively and reporting monthly to the Clerk and in turn, the Clerk to report as required on staff matters to the full Council as to their activities, training, absences, etc. The Clerk to be responsible for staff training, appraisals, salary reviews, and conditions of employment.
- 19) To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 20) To act as the representative of the Council as required.
- 21) To prepare in consultation with the Chair an authorized persons, press releases/articles about the activities of, or decisions of, the Council where appropriate.
- 22) To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- 23) To liaise with SCC and WBC on matters affecting the parish, circulate information to councilors.
- 24) To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council. The CILCA qualification should be achieved within 18 months of commencement of employment.
- 25) To acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of the Clerks professional body, The Society of Local Council Clerks.
- 26) To attend the conferences of SSALC Ltd., Society of Local Council Clerks, and other relevant bodies as a representative of the Council as required.
- 27) To receive annually or at any such time as may be required by the Council or the Clerk, an appraisal from the two Councillors designated for this role within the Council. The Councillors so designated will have meet with the Chairs of all Committees in advance of the appraisal. All comments will be balanced and taken into account for the appraisal process.

## Person Specification:

<i>Education/Qualification</i>	Essential	Desirable
CiLCA qualified or be prepared to study for CiLCA		*
Qualified to at least A Level standard	*	
Financial qualification		*
Experience in a work capacity of accountancy process	*	
Other relevant professional qualification		*
<i>Skills &amp; Knowledge</i>		
Able to interpret and implement complex procedural guidelines and instructions.	*	
Able to produce reports after analyzing incoming information	*	
Fully conversant with Word, and Excel .	*	
Proven string numeracy and literacy skills.	*	
Proven skills in budget management/financial procedures.	*	
Staff management and supervisory skills	*	
Able to deal with a wide range of enquiries	*	
Current driving licence		*
Experience of maintaining a website		*
<i>Previous Experience</i>		
Previously worked as a Clerk to a Parish Council		*
Knowledge of local government and role of Parish, District and County Councils.		*
Managing a budget and financial systems incl. payroll and VAT returns	*	
Producing agendas and producing meeting minutes	*	
Facilities management		*
<i>Attitude and Disposition</i>		
Positive, helpful, can-do attitude.	*	
Persuasive and confident communicator	*	
Committed to service delivery and customer service	*	
Sensitive to the needs of a community.	*	
Flexible approach to work, able to work irregular hours, and attend evening meetings.	*	
Ability to prioritize workload	*	
Resilient	*	