
Payhembury Parish Council

Clerk: Mrs Dawn Chamberlain

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PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER JOB DESCRIPTION

Job Title	Parish Clerk & Responsible Financial Officer
Responsible to	Payhembury Parish Council
Number of councillors	7
Precept	£15,598
Salary scale	Salary scale NJC SCP 14-18: £29,540– £31,537 pro rata (£15.31– £16.35 per hour), depending on experience
Employment status	Part-time average 35 hours per month. Pension: TBA
Place of work	Home working. Attend evening meetings in Payhembury.

PARISH CLERK RESPONSIBILITIES AND DUTIES

The Clerk is employed by the Parish Council to provide non-partisan and independent legal advice, information and administrative support to ensure that all decisions and actions are appropriate and lawful.

Overall Responsibilities

1. The Clerk to the Council is 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.
2. The Clerk is responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out in a timely manner.
3. The Clerk is expected to advise the Council on, and assist in the formation of, policies to be followed in respect of the Council's activities and lawful requirements and to produce all the information required for making effective decisions and to implement all decisions in a timely manner.
4. The Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required
5. **The Clerk will be the Responsible Financial Officer and responsible for all the financial records of the Council and the careful administration of its finances.**

Specific Responsibilities

6. To ensure that legal, statutory and other provision governing or affecting the running of the Council are observed.
7. To ensure that the Council's Standing Orders and Financial Regulations and all implemented policies are correctly observed to ensure they are achieving the desired result, update as necessary and, where appropriate, suggest modifications
8. To ensure that the Council's obligations for Health & Safety, insurance, indemnity and for risk assessments are properly met.
9. To prepare, in consultation with appropriate members, agendas for meetings of the Council, committees, sub-committees and working groups.
10. To attend all meetings and prepare minutes for approval. (Note: the full Council meeting is held on the second Wednesday of alternate months, starting in January, commencing at 7:30pm in Payhembury Parish Hall).
11. To receive all 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.
12. To issue correspondence as a result of the instructions of, or the known policy of, the Council.
13. To receive queries, concerns and complaints from members of the public in written, verbal or electronic form; to deal with same in a professional manner, bringing to the attention of all Council members. Responding promptly either directly or following referral to the Chair or next Council meeting.
14. 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.
15. To draw up both on own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicality and likely effects of specific courses of action.
16. To ensure confidentiality is maintained where necessary.
17. To attend training courses on the work and role of the Clerk and Responsible Financial Officer as required by the Council.
18. To work toward the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
19. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. Suggested is membership of the professional body the Society of Local Council Clerks.

Duties include

20. Arrange Council meetings: bi-monthly full Council, Annual Meeting of the Parish Council (May), issue notices, prepare agendas and minutes, attend the assemblies and implement the decisions made at the assemblies that are agreed by the Council.
21. Arrange and attend committee and working group meetings where appropriate.
22. Prepare agenda and issue with a signed summons to attend to each Councillor, including time, place and business to be transacted and display in a public place and on Council website, giving notice of three clear days.
23. Write accurate Minutes as a legal record of decisions made and make available for public inspection.
24. Maintain records, documents, deeds and computer files securely.

25. Create and review policies, terms of reference and risk assessments.
26. Maintain play area inspection reports and follow-up as required.
27. Research and report writing.
28. Respond to Freedom of Information requests.
29. Ensure compliance with GDPR.
30. Update Parish Council Website.
31. Point of contact for the Council and Councillors.
32. Contact with members of the public.
33. Community engagement.
34. Liaison with other Councils, local authorities, organisations, service providers and contractors.

RESPONSIBLE FINANCIAL OFFICER RESPONSIBILITIES AND DUTIES

The RESPONSIBLE FINANCIAL OFFICER is responsible for all financial procedures and records, and the careful administration of its finances, in compliance with all statutory obligations and other laws, provisions and notices governing or affecting the running of the Council.

Duties include

1. To monitor and balance the Council's accounts and prepare records, reports and returns for audit and VAT purposes.
2. Check accuracy of invoices for payment, noting statutory power and budget code.
3. Prepare monthly payments, invoices, bank reconciliation and budget reports and record on PC Excel accounts system.
4. Administer online banking system for receipts, payments, account reconciliation and monthly account reporting to the Council
5. Issue orders for goods and services following Financial Regulations.
6. Submit VAT repayment returns to HMRC as required.
7. Update Asset Register and Financial Risk Assessment annually.
8. Administer tenders, quotations and orders for services and goods, ensuring best value and compliance with Financial Regulations.
9. Prepare annual budget and submit to full Council for approval.
10. Submit request for Precept to the billing authority (East Devon District Council).
11. Balance accounts to financial year end 31 March for annual audit purposes. Complete Annual Governance & Accountability Return (AGAR) and submit to internal and external auditors.