

Parish Clerk and Responsible Financial Officer - Job Description

Overall Responsibilities

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

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.

Parish Clerk Role

Meetings

- Attend monthly and interim meetings (full council, planning and trust meetings) and maintain councillors attendance book
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval. Serve statutory notice on councillors to attend meetings and post public notices in accordance with statutory requirements
- Download the preparation and presentation of planning applications within the Parish to be considered at the forthcoming meeting and any ancillary matters relating thereto

Administration

- Act on minuted resolutions of the Councillors by writing letters/emails
- Liaise with the Electoral Officer of Cornwall Council in respect of the election of new Councillors and the Co-option of Councillors and maintain Declarations of Interests
- Keep all records of the Council in accordance with statutory requirements
- Administer contracts and assist with competitive tenders as required and ensure that they comply with the procurement policy
- Maintain and update parish council policies every 2 years
- Allocate monthly recreation and parish property safety inspections including defibrillators and record completed data
- Set NDP 4 yearly reviews
- Manage all risk assessments as required
- To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
- Manage Chacewater WI hall bookings and resources

Communications

The Clerk is to act as the main point of contact for all internal and external communications

- Develop and maintain all communication and engagement with the Parish using social media, notice boards and website etc.
- To act as the representative of the Council as required.
- Report any communication from parishioners to CPC meetings
- Act as the single point of contact for all matters relating to GDPR or the Parish Council and to manage and maintain the Council's business records to ensure compliance with GDPR

Responsible Financial Officer Role

The Clerk will be the Responsible Financial Officer and be responsible for maintaining all financial records of the Council and the careful administration of its finances including the submission of the Annual Audit in accordance with the Accounts and Audit Regulations in force at the time.

The Responsible Finance Officer shall carry out all the statutory functions, ensuring the implementation of, and compliance with the Council's Financial Regulations.

Electronic Book Keeping

- Keep all financial records of the Parish Council using SCRIBE
- Manage Payroll on Basic PAYE tools and communicate with HMRC
- Present accounts for audit as required
- Prepare and process Direct Debits/ BACs for approval by Councillors at monthly meetings
- Prepare and circulate monthly bank reconciliations and Quarterly Financial Reports to CPC prior to the end of month meeting
- Balance accounts as required monthly and at end of financial year
- Submit/renew agreements/claims for reimbursement (e.g., VAT claims)
- Maintain the asset register as required
- Create invoices for WI hall bookings using SCRIBE and manage payments

Annual Audit

- Obtain independent internal Audit of Accounts and Procedures at year end
- Prepare the Annual Return for the External Auditor to obtain Councillors' signatures then submit
- Publish statutory Notice of Completion of Accounts and provide copies of Auditors Report to Parishioners on demand

Budgeting

- Prepare the draft budget for approval of Councillors and advise Cornwall Council of the resolved parish precept for the following financial year
- Plan s137 budget and spend
- Complete and submit grant applications for the Parish Council when required.

Trusts

- Maintain all financial records for the trusts
- Complete Charity Commission annual returns for the Trusts (Millennium Green, Old Recreation Ground (Car Park) and Recreation Ground

The above is not an exhaustive list and duties may be varied in accordance with the exigencies of service.