

BRINSLEY PARISH COUNCIL
Clerk/RFO - Job Description

This job description covers the role of Proper Officer of the Council and the Statutory role of Responsible Financial Officer

Overall Responsibilities - Clerk

- 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.
- The Clerk will be responsible for all the financial records of the Council and the careful administration of its finances.

Duties

- To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- To monitor and balance the Council's accounts and prepare records for audit purposes, and VAT.
- To ensure that the Council's obligations to insure are properly met.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval.
- To receive 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. To issue correspondence as a result of the instructions of, or the known policy of, the Council.

- 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 to ensure payment is received.
- 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.
- To draw up, both on his/her own initiative and as a result of suggestions by councillors, proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
- To supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate, suggest modifications.
- To act as a representative of the Council as required.
- To issue notices and prepare agendas and minutes for the parish meeting; to attend the assemblies of the parish meeting and to implement the decisions made at the assemblies.
- To attend all meetings of the Council and all meetings (of its committees) (of the committee).
- To work as part of a small team in assisting with Caretaking duties when based at the office and in the event of holiday/other absence cover being required.
- To hold the Council mobile 'phone for emergency contact only during periods when the Head Caretaker and/or other staff members are unable to do so
- To be on call on occasion in the event that there is an incident at the Council premises
- Any other duties commensurate with the grading of the post, as agreed by the Council including the role of Data Processor for GDPR.

Responsible Financial Officer

Overall Responsibilities – RFO

Under section 151 of the Local Government Act, a council must appoint a Responsible Financial Officer (RFO). The responsibilities of the RFO include advising the Council on its financial position and key controls to secure sound financial management.

Duties

- Prepare financial reports to the Finance Committee, and/or Council. Reports to cover budget monitoring, fund balances, receipts to date, payroll summary, payment of accounts, and on the relevant current matters.
- Prepare draft estimates. When approved by the Council to form annual budget, monitor and report regularly during the year.
- Prepare and submit the precept to the Council.
- Ensure that all money due to the Council is billed and collected promptly. Enter regularly (daily if necessary) all money received and expended by the Council
- Identify the duties of all individuals dealing with financial transactions and ensure, as far as possible, the division of responsibilities of those officers in relation to significant transactions. In other words ensure that there is as much internal checking as possible in a small authority.
- Manage cash flow and control of transfers and investments, including control of cheques.
- Overall management of payroll. Ensure prompt payment of tax and national insurance to HMRC.
- Overall responsibility for submission of quarterly VAT returns and dealing with VAT inspections etc.
- Review verifications and code (where necessary) suppliers' invoices, prior to certification for payment.
- Ensure that the Internal Auditor has access to all necessary paperwork at least twice a year and that the internal auditor presents reports to the Council.
- Prepare, balance and sign final accounts in accordance with the statutory guidance published *in Governance and Accountability – A Practitioners Guide*
- Produce accounts and records for external audit in accordance with the statutory guidance published *in Governance and Accountability – A Practitioners Guide*
- Ensure Internal Auditor completes and signs the appropriate section of the Annual Return.

Clerk & Responsible Financial Officer PERSON SPECIFICATION

	Essential	Desirable
1. Education / Qualifications	Introduction to Local Council Administration (ILCA), or willingness to obtain within the first 3 months of employment).	Certificate in Local Council Administration (CILCA) (or willingness to obtain). Educated to degree or HND level or NVQ level 4 or above.
2. Work Experience	Experience of working in a business or professional setting. Experience of using computerised systems, including all Microsoft Office applications. Experience of managing staff. Experience of managing a budget, including payroll and pensions. Experience of procurement and managing contracts. Experience of managing facilities and assets. Experience of compiling risk assessments. Experience in a public-facing role.	Previous experience as a Town or Parish Clerk, or Deputy, or in local government. Experience of minuting meetings. Experience of managing events. Experience working with community groups. Experience of making funding applications.
3. Management Skills	Budget management. Ability to organise effective meetings. Ability to meet targets and deadlines. Ability to cope under pressure. Evidence of ability to organise and manage resources effectively.	Evidence of experience in successful partnership working. Evidence of good negotiating skills. Ability to consider the long- term financial consequences of Council.
4. General Skills / Knowledge and Aptitude	General knowledge of the law as it affects local councils. Knowledge of local council legislation. Able to produce reports relevant to committees. Ability to problem solve in an inclusive manner. Ability to assimilate viewpoints and establish common understanding.	Understanding of a local council's legal framework and operating environment.
5. Communication Skills	Ability to communicate in a clear and confident manner. Ability to work well with members of the public, councillors, and outside bodies. Ability to provide objective advice to councillors in a timely and coherent manner, including analytical report writing and analysis. Ability to present to wide range of audiences.	Understanding of the importance of accessible documents. Ability to produce a press release.
6. Other	Self-reliant and self-motivated. Able to work out of office hours. Able to work with impartiality in a political environment. Possession of a current driving licence, and the ability to travel. Accuracy and attention to detail.	

