

Alfrick and Lulsley Parish Council

Job Description - Clerk to the Council and Responsible Financial Officer

1 Overall Responsibilities - Clerk to the Council

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 in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk is responsible totally for ensuring that the instructions of the Council in connection with its function as a local authority are implemented. The Clerk advises the Council on and assists in the formation of policies to be followed in respect of the Council's activities and in particular produces all the information required for making and implementing decisions. The Clerk is accountable to the Council for the effective management of all its resources and reports to it on these as and when required. The Clerk is responsible for the financial records of the Council and the careful administration of its finances.

2 Specific Responsibilities

- a) To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- b) To monitor and balance the Council's accounts and prepare records for audit purposes.
- c) To ensure that the Council's obligations to insure are properly met.
- d) 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.
- e) To receive correspondence and documents on behalf of the Council, to deal with the correspondence or documents and 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.
- f) 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.
- g) To study reports and other data on the activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields.
- h) 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 practicality and the likely effects of specific courses of action.
- i) To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- j) To act as a representative of the Council as required.
- k) 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 these assemblies.
- l) To attend all meetings of the Council and all meetings of its committees.
- m) To prepare, in consultation with the Chairman, press releases about the activities or decisions of, the Council.
- n) To attend training courses on the work and role of the Clerk as required by the Council.
- o) To attend the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

3. Overall Responsibilities as Responsible Financial Officer

Under Section 151 of the local Government Act (1972) all councils must appoint a Responsible Financial Officer (RFO) and comply with Regulation 4 of the Accounts and Audit Regulations (1996),

4 Specific Responsibilities

- a) Prepare financial reports to the Council.
- b) Prepare draft estimates, which when approved by Council will form an annual budget.
- c) Submit precept requests to the District Council and supply any breakdown requested.
- d) Record regularly all monies received and expended by the Council.
- e) Prepare and balance final accounts in accordance with the 1996 regulations and report thereon to the Council.
- f) Produce accounts for external audit in accordance with the 1996 regulations.
- g) Manage insurance risk and process claims as necessary.
- h) Maintain the Council's register of property and assets.