

Hagworthingham Parish Council

Parish Clerk and Responsible Financial Officer

Hours – Part time - 3 per week (Clerk and RFO)

(plus, ad hoc additional hours as required/agreed owing to nature of the work)

Pay Scale – Local Government Scale

Salary will be within the National Association of Local Councils (NALC) LC1/LC2 pay scale (points 8–23)

Equivalent to £13.90 - £17.85 pr hr depending on qualifications and relevant experience

Holiday Entitlement – 4 weeks pro rata (5 weeks pro rata after 5 years) and Bank Holidays plus 2 statutory days' equivalent

Job Description

1.

Overall Responsibilities

The Clerk to the Council is the Proper Officer of the Council and as such is under a Statutory Duty of responsibility for carrying out all the functions, and in particular to serve or issue all the notifications, required by law of a Parish Council's Proper Officer.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and in particular to produce all the information required for making effective lawful decisions and to implement constructively all decisions. The post holder is accountable to the Council for the effective management of all its resources and reports to the Council on these as and when required.

The Clerk is the Responsible Financial Officer and as such is responsible for budgetary management and all financial records of the Council as well as the careful administration of its finances and protection of its assets; including the organisation of internal audit, ensuring the external audit and Precept requirements are met within the required standard and timescale, maintaining an asset register and reviewing/recommending the insurance provision to ensure adequate cover of its assets and liabilities.

2.

Specific Responsibilities

- To ensure that the legal, statutory and other provisions governing or affecting the lawful running of the Council are observed. Research and draft the required policies and procedures required to achieve this for council adoption, ensuring that they are achieving the desired result, and where appropriate suggest modifications.
- To ensure that the Council's delegated obligations for Health & Safety, Risk Assessment, Data Protection and IT are properly met, making recommendations for and implementing change as required
- To administer the co-option to Councillor vacancies on behalf of the Council, and in liaison with the District Council as required by Statute, including the completion of Councillor Declarations of Interest.
- To prepare and organise, in consultation with appropriate members, agendas for meetings of the Council; to organise and attend such meetings and prepare minutes for approval.
- To prepare agenda and issue notices and minutes for the parish to attend the Annual Parish Meeting, and to take minutes of the meeting noting any agreed actions for the parish council to consider to be placed on the next council meeting agenda as appropriate.

- To receive correspondence and documents on behalf of the Council and to deal with those items or bring such items to the attention of the Council. To issue correspondence as a result of delegated instructions of the Council in liaison with the Chairman and advise on the outcome of any actions dealt with, including notifying the District Council of the council's decisions on Planning Applications.
- To ensure that the Parish Council website up to date, posting agenda and minutes for meetings, and maintaining Councillor information as legally required.
- On behalf of the Chairman, issue notices and prepare agendas and minutes for the Annual Parish Meeting, including preparation of details for the Chairman's annual summation of Council Activity.

As RFO:

- to effectively manage the Council's finances and accounts using Microsoft Excel, keeping accounts up to date, and, on a bi-annual basis, presenting the accounts to the Council recording banking receipts and keeping records for Audit and VAT purposes, including processing VAT reclaims
- undertake all necessary activities in connection with the payment of salaries, including PAYE and HMRC submissions and Pensions administration
- to prepare and make recommendations on the annual budget requirement for the Council, including any proposed increase in precept, and request the agreed precept/grant from the District Council as required.
- To monitor expenditure and forecast against Budgets and to ensure, in conjunction with the Council, that the general and specific reserves are adequate for the running 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 arrange the annual internal audit of accounts for inclusion with the Annual Governance and Accountability Return
- To prepare and submit the AGAR ensuring that all requirements for advertising of Public Rights to Inspect and submission of Certificate of Exemption are dealt with in accordance with deadlines set out by the external auditor.
- To ensure best value on purchases and obtain quotations for goods and services, including periodic checking of utility providers for example, in accordance with the Finance Regulations
- To administer the Amenity Grass Cutting agreement for annual grass cutting around the parish and maintenance requirements for the Council to consider, and ensure completion of LCC forms to obtain grant payment towards expenditure as appropriate
- To administer the Parish Land rent and to demand and ensure annual payment is received, or instigate the necessary actions

3. Personal Development

- To attend training courses or seminars on the work and role of the Clerk as required by the Council, and as organised by LALC for example
- If not already obtained, 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 above job description outlines the main responsibilities and duties of the post and there may be other duties associated with the role which the post holder is expected to undertake. Changes to duties may be required as the role of the Clerk and Council develops or technology advances for example. Any major changes required will not be introduced without prior discussion and consultation with the post holder.