



Itchen Valley Parish Clerk and Responsible Financial Officer Job Description

Overall duties

- 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 of a local authority's Proper Officer, and in particular to serve or issue all the notifications required by law.
- The Clerk is 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 where necessary seek advice to 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 Clerk is the Responsible Financial Officer and accountable for all financial records of the Council and the proper administration of its finances.
- The Clerk is accountable to the Council for the effective management of all its resources and will report monthly providing council with a summarised income and expenditure account and a cash flow forecast.
- The Clerk will understand the issues facing Parish Councils and the environment within which the Council operates, and will work to ensure that in everything it does, the Council is committed to delivering an appropriate service for the residents and public in the Itchen Valley
- The Clerk will act as the nominated Data Protection Officer for the Parish Council and assist the Data Controller (Finance & General-Purposes Committee) to monitor internal compliance with GDPR

Ensuring compliance with legal duties

- Ensure that all statutory and other provisions governing or affecting the running of the Council are observed - including the appointment of Councillors.
- To maintain and update documents pertaining to legislation, such as Freedom of Information Act. Data Protection, Declaration and Register of Interests and Elections.
- Monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.

Managing Parish Council, Committee, and Parish meetings

- Prepare informative agendas for meetings of the Council in consultation with all Councillors.
- Attend all meetings of the Full Council, take a formal Minute of the meeting and create an Action Log. Ensure that these actions are taken in advance of the following meeting. Minutes should be circulated within 10 days of the meeting

- Currently IVPC has 2 Committees; Finance & General Purposes, and Planning. The Clerk is required to prepare, and agree with the Committees Chairmen, the agendas, attend and minute the meetings.
- To ensure all committees are run in compliance with the latest legislation and practice.
- Issue notices and agendas for the Parish Council's annual meeting and the Parish Meeting. Attend and minute these meetings and implement the decisions made that are agreed by the Council.

Delivering Council's strategic Purpose

- Assist Councillors with specific portfolios to draw up aims and annual objectives which will feed into budgeting. Support councillors' suggestions and proposals for consideration by the Council and advise on the practicability and likely effects of specific courses of action.
- In conjunction with Portfolio holders bring forward draft policies and scheme proposals to reflect community needs.
- Receive correspondence and documents on behalf of the Council and following known policy of the Council and in liaison with appropriate Councillors, respond on behalf of the Council. Prepare a monthly summary of all significant incoming and outgoing correspondence for Council meetings.
- With the approval of Council draft responses to third party consultation exercises.
- Study reports and other data on Council's activities and on matters bearing on those activities. Where appropriate, discuss such matters with administrators and specialists in particular fields and produce reports for circulation and discussion by the Council.

Carrying out the business of the Council

Parish Administration

- Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format.
- Maintain effective booking and fault-reporting systems to enable the public to access the services.
- Place and manage orders for the purchase and supply of goods and services.
- Manage financial and partnership arrangements for the management of the HCC Lengthsman scheme.
- Submit the necessary documentation to the Charities Commission for the effective management of the King George the 5th Playing Field. Ensure the venue is marketed for hire and manage the bookings. Also where appropriate bookings for the Old School Field Easton (car parking).
- Work collaboratively with the Chairs of all relevant committees in the oversight of those elements of the Council's business. For planning submit comments on planning applications to WCC and SDNP as directed by the planning committee or the full council.

Health and Safety

Health and Safety issues are very important to the Council, and the Clerk has an important role in ensuring that the Council meets the highest standards at all times.

- Ensure that the Council's statutory obligations for the proper management of all Health and Safety matters are met; including the review of Council's Health and Safety Policy and the preparation (and oversight) of Risk Assessments, where necessary, for the safe management of Council business and activities.

Financial management

- Manage the annual budget for Council and its committees, and prepare financial statements as required.
- Monitor and balance the Council's accounts and prepare records for audit, VAT, PAYE and stakeholder pensions purposes.
- Ensure that correct financial records are kept, and are saved in a format that can be easily accessed for future reference.
- To run the Council's banking arrangements and to monitor the ongoing financial position. To ensure that the expenditure outflows/revenue inflows at no time leave the Council's financial position in deficit. To intervene as necessary in case of concerns.
- Ensure the council's obligation for conducting risk assessments including internal financial controls are met.
- Receive and report on invoices for goods and services to be paid for by the Council and ensure that such accounts are settled within due timescales. Issue invoices on behalf of the Council for goods and services and ensure payment is received.
- Research and bring forward opportunities to apply for grants to support councils objectives.

Staff Management

- Manage their own work and service contracts ie Lenghtsman, by agreeing job descriptions and annual work plans, and contributing positively to reviews of performance
- Work collaboratively with the Council Chairman and other appropriate members of the council to draw up an annual Work Plan based on this Job Description (covering the period 1st April – 31st March each year). Monitor and report quarterly and attend an annual review by the end of April the following year.
- The Clerk must keep him/herself up to date with changing legislation and practice, and inform the Council immediately of such changes, as well as ensuring the Council is in compliance with any such changes
- Continue to acquire and maintain the necessary professional knowledge required for the efficient management of the affairs of the Council, and join appropriate professional bodies e.g. The Society of Local Council Clerks.
- Attend training courses or seminars on the work and role of the Clerk, as agreed with the Council.

- If necessary Work towards the achievement of a Certificate in Local Authority Administration (CiLCA) as a minimum requirement for effectiveness in the position of Clerk to the Council.
- Maintain records of hours worked, leave etc for Member approval.

Communications

- Contribute to the Parish Council's website and ensure it is accurate and up to date with the all statutory requirements.
- *To ensure all relevant financial information is publicly available on the Parish Council's website in line with the Transparency Code.*
- Identify items to post on the website.
- To receive web site queries and respond appropriately/action after consulting the lead Councillor.
- Ensure the council is compliant with the Freedom of information Act and the publication scheme is update as required. Notify Council of any requests and provide information if appropriate.
- Devise new ways to communicate with our community in order to find out their priorities and requirements.
- Attend, as a representative of the Council, the conferences of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies.
- Work cooperatively with the media to promote the role and a positive public perception of the Council.
- Work with Councillors in the preparation of Press releases and other media engagement. Issue, and monitor outcomes from, all Press Releases and ensure that the Council's legal responsibilities have been adhered to, the reputation of the Council is protected, and that there is consistency of style including branding.
- Act as the representative or spokesperson of the Council as required.

Other

- Attend monthly evening meetings of the Council and sub committees and other events as necessary.
- Carry out such other responsibilities and functions as shall from time to time be required by the Council.

Notwithstanding the content of this job description the clerk can expect a fair degree of help and general support from individual councillors and portfolio holders.

PBA 06 September 2018