



Job Description for Parish Clerk and Responsible Financial Officer

5 hours per week, flexible working arrangements, £17.10 per hour

Line Manage: Village Coordinator & Village Lengthsman

Overall Responsibilities

The Clerk to Laneshaw Bridge Parish Council will be the Proper Officer of the Council and, as such, is under a statutory duty to carry out all of the functions (and in particular to serve or issue all of 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 Council's activities and, in particular, to produce the information required for making effective decisions and to implement all decisions in an constructive, effective and efficient manner. The Clerk will be accountable to the Council for the effective management of its resources and will report to the Council as and when required. The Clerk to Laneshaw Bridge Parish Council will be responsible for all the financial records of the Council and the careful administration of its finances. The Clerk will also take on the duties and responsibilities of the Responsible Financial Officer of the Council.

The Clerk will be CILCA qualified.

Specific Responsibilities

1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
2. The Clerk reports to the Parish Council; day to day management and reporting is to the Chair.
3. To manage the Council's financial arrangements and carry out the duties of the Responsible Financial Officer by being responsible for the audit completion and reclaiming of VAT paid in the financial year.
4. To prepare, in agreement with the Chair, the budget for each financial year and present to the Council.
5. To manage any premises and facilities owned or operated by the Parish Council in accordance with the directions of the Parish Council.

6. To ensure that the Parish Council is sufficiently insured each year.
7. 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.
8. To ensure that venues for meetings are booked prior to the event; open the venue and ensure safe closure once the meeting has ended.
9. To receive correspondence and documents on behalf of the Council and to deal with the same or bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or to the known policy of, the Council.
10. 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 requests for payment on behalf of the Council for services provided and to ensure payment is received.
11. 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.
12. To draw up, both on their own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the practicability and the likely effects of specific courses of action.
13. To supervise and issue contracts to the Village Lengthsman, the Village Coordinator and any other person or business employed by the Council, in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of their payments, conditions of employment and work.
14. To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, to suggest modifications.
15. To act as a representative of the Council as required.
16. To issue notices and prepare agendas and minutes for the Annual Parish Meeting, to attend the assemblies of the Annual Parish Meeting and to implement the decisions made.
17. To attend training courses on the work and role of the Clerk as required by the Council.
18. To ensure the Council consider relevant planning applications as advised by the Borough Council and respond appropriately.
19. The Clerk is responsible for the overall management of their own Health and Safety at Work in tandem with the Act of 1974.
20. The Clerk is contracted to 5 hours per week and any additional hours shall be logged and taken as leave agreed appropriate, or may negotiate payment for these hours should time off not be suitable.
21. To be able to travel to external meetings as required via their own transport. Mileage allowance will be paid on any business mileage travelled. Relevant vehicle insurance must be in place.
22. Any other duties that the Councillors feel it necessary for the Clerk to carry out, within reason.