

TOWEDNACK PARISH COUNCIL

CLERK / RESPONSIBLE FINANCIAL OFFICER

Job Description

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, 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 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 contractors 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.

- 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 agenda and minutes for Council meetings.

- To attend all meetings of the Council and if required, all meetings of any committees.

- To implement the decisions made at the meetings.

- Any other duties commensurate with the grading of the post, as agreed by the Council.

- To handle and acknowledge all complaints regarding the council, in the first instance, (except where the complaint relates to the clerk).

- To publicise relevant council affairs in consultation with the council, committee or sub-committee, apart from the statutory publicity, in a manner deemed appropriate by the council, such as a parish magazine or leaflet.

- To ensure that the needs and priorities of the community as a whole underpin all activities.

Overall Responsibilities – Responsible Financial Officer

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 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 a budget and to monitor and report regularly during the year.
- Prepare and submit to Cornwall Council, the annual precept request, following approval by the Parish Council.
- Ensure that all money due to the Council is billed and collected promptly. Enter regularly and in a timely fashion, 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 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 – 2017 Edition*.

- Produce accounts and records for external audit in accordance with the statutory guidance published in *Governance and Accountability – A Practitioners Guide – 2017 Edition*.

- Ensure Internal Auditor completes and signs the appropriate section of the Annual Return.