

Billingsley Parish Council

serving Billingsley, Deuxhill, Glazeley and Middleton Scriven

Billingsley Parish Clerk and Responsible Financial Officer Job description

OVERVIEW OF ROLE

The Parish Clerk is the Proper Officer and Responsible Financial Officer (RFO) of the Council and as such is under a statutory duty to carry out all the functions and to serve or issue all the notifications required by law of a Council's Proper Officer. The Clerk is wholly responsible for ensuring that the instructions of the Council, in connection with its functions as a Council, are carried out.

The Clerk is expected to advise the Council on and assist in the formation of overall policies in respect of the Council's activities. In particular, the Clerk is required to produce all the information necessary for making effective decisions and to constructively implement all decisions. The person appointed will be accountable for the effective management of all Council resources and will report to the Council as and when required. The RFO will be responsible for all the financial records of the Council and the effective management of its finances.

SPECIFIC RESPONSIBILITIES

Legal

- To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed in line with its Standing Orders.
- To keep up to date with Government legislation, to bring this to the notice of the Council and to draw up and implement new policies as required.
- To ensure that the Council's obligations under Health and Safety regulations are met.

Administration

- To prepare agendas for meetings of the Council and its committees.
- To attend the meetings and prepare minutes for approval.
- To receive and deal with correspondence and documents on behalf of the Council or to bring them to the attention of the Council.
- 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 specialists in particular fields.
- To plan/coordinate all events as required by the Parish Council.

Council Services

- To manage all aspects of the maintenance of the war memorial and upkeep of the surrounding area.
- To oversee and manage all Council services including street lighting, a bus shelter, provision of defibrillators and litter bins.

Financial Management

- To be responsible for the management of the Council's financial affairs in compliance with the Council's Financial Regulations for example:-
- To prepare monthly expenditure and income lists and bank reconciliations
- To prepare quarterly financial reports for the Council. The reports will cover budget monitoring, fund balances, receipts to date and payment of accounts.
- To prepare the annual budget for approval by the Council and quarterly VAT returns.
- To produce accounts and records for external audit and internal audits Policy and projects

Policy

- To monitor the implemented policies of the Council to ensure they are effective and where appropriate, suggest modifications.
- To draw up proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
- To manage all the projects of the Council. Planning
- To ensure that the Parish Council as a statutory consultee makes appropriate responses on current planning applications to the planning authority Council staff.

Cooperation with Partner Authorities

- To be the first point of contact for other tiers of Local Government, the police, contractors, the media, suppliers and the public
- To act as a representative of the Council as required and to attend meetings of outside organisations or events where applicable.

Contractors

- To liaise with contractors, including sending out specifications for tender and letters of appointment.
- To monitor the completion of work before payment. Communications
- To prepare, in consultation with the Chairman, communications about the activities and decisions of the Council.
- To maintain the Parish Council's website and social media by keeping it updated with news, agendas and minutes and to post notification of meetings.

Correspondence

- To deal with all enquiries/problems raised by the public either by telephone, email, in writing or at meetings and to respond to Freedom of Information requests as required.

Additional duties

- To carry out any additional duties as may be required to deliver the Council's statutory duties and delivery of its services.

General Note: The details contained in this job description, reflect the job content at the date on which it was prepared. However, the nature of the job may be subject to change, without changing the general nature of the post and the responsibilities entailed.

October 2023