

## STREET PARISH COUNCIL

### JOB SPECIFICATION FOR THE CLERK

The Clerk shall not, except as required by law, directly or indirectly divulge or communicate any matters concerning the practice, business or affairs of the Council to any person whatsoever save and in so far as may be necessary for the due performance of her duties and the business of the Council.

The Clerk shall carry out all lawful orders and instructions of the Council and shall perform all the duties of and attached to the office of Clerk and Responsible Financial Officer and shall take all reasonable steps to protect or promote the interests of the Council and without prejudice to the generality of the foregoing, shall especially -

1. attend all formal meetings of the Council and of the Parish Meeting for the Street Civil Parish and prepare the notice, agenda and minutes thereof
2. dispatch promptly with all notices, letters, emails and other documents as the business of the Council shall require
3. keep safely and conveniently in secure but accessible custody all deeds, plans, records, letters and other documents of or concerning the Council or its staff
4. attend all such meetings, conferences and training as may be necessary for the proper discharge of the duties of the clerkship or as the Council shall reasonably require
5. if any statute, regulation or order confers any functions, or imposes any duties, upon a Proper Officer of the Council, the Clerk shall be the Proper Officer for these purposes
6. advise the Council on and assist in the formation of overall policies to be followed in respect of its activities and to produce all the information required for making effective decisions and to implement constructively all decisions within the powers of the Council
7. be accountable for the effective management of all the Council's resources and assets including the Parish Rooms, Street Skate Park, Merriman Park, Strode Road allotments and report to the Council as required
8. undertake HR functions as delegated and manage the work of the Deputy Clerk/RFO, the Assistant Clerk – Community Engagement and any other staff employed by the Council
9. study reports and other data on activities of the Council and others and on matters relating to those activities and produce reports and recommendations for the Council to consider

10. to develop, manage and deliver complex projects with the Council and staff including applying for external funding
11. to ensure every aspect of GDPR compliance
12. keep and maintain the Council's financial records in accordance with the adopted Financial Regulations and to the satisfaction of the Council's auditors
13. as the Responsible Financial Officer for the Council to carry out the duties listed as attached.

## STREET PARISH COUNCIL

### DUTIES OF RESPONSIBLE FINANCIAL OFFICER

Reviewed on 18<sup>th</sup> July 2017

Next Review in 5 years – July 2022 or when a major change occurs

1. to prepare financial reports to Policy and Finance Committee – quarterly reports to cover budget monitoring of receipts and payments against allocations with details of any significant budget variations, budget profile across the year, latest financial position, need to amend expenditure plans such as switching amounts from one budget heading to another that is overspent, taking steps to increase income or deciding to use the Contingency Fund
  - quarterly report to Policy and Finance Committee detailing transactions between the ordinary and deposit accounts
  - report to Committee and the Council each time a bank reconciliation is successfully completed after receipt of each bank statement and the reconciliation to be available for members to examine
2. to prepare draft estimates – when approved by Council to form annual budget, monitor during the year and report thereon (each member to receive a copy of the approved estimates and copy to be displayed on noticeboards in Community Centre, outside Crispin Hall and Parish Rooms and on the website)
3. to submit the Precept to the Billing Authority
4. to enter regularly all money received and expended by the Council
5. to ensure that all money due to the Council is billed (where appropriate) promptly, and in all cases is collected promptly
6. to manage cash flow and control of investments and bank transfers and to prepare an annual report on interest rates available for funds from various financial organisations
7. to control cheques and all other forms of payment including direct transfer
8. to provide overall management of payroll and salary as agreed by the Council (including the Local Government Pension Scheme). To ensure prompt payment of tax and national insurance to the Collector of Taxes when due and report annually to Policy and Finance Committee on payroll summary. Also to ensure prompt payment of sums due to the pension fund.
9. to take overall responsibility for the submission of quarterly or monthly VAT returns to HM Customs and Excise, and dealing with any VAT inspection etc.

10. to review verification of supplier's invoices prior to certification for payment
11. to prepare and balance final accounts of the Council in accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 and other future regulations, and to report to the Council including details of debtors and creditors
12. to produce accounts and records for external audit in accordance with the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015 and any future regulations, to submit the Annual Return for Council approval (prior to approval to report on any uncollectable amounts including bad debts) and then to submit the completed Annual Return and required documents to the external auditors and present their report to Council
13. to submit the required accounts and records to the Council's internal auditors each year and to present their report to the Council
  - to assist the Council in the annual review of the adequacy and effectiveness of the internal audit using the audit plan
14. to maintain the internal audit system by means of the appointed members carrying out a monthly internal audit in the form of an inspection of all accounting records, using the Bankline system, with the Responsible Financial Officer in attendance to answer any queries
15. to monitor compliance with the Council's Financial Regulations and to ensure that correct financial systems are in place, reviewing systems annually or more frequently if required following any significant change of procedure or key staff and add new systems if there is a business need to do so
16. to manage the Council's insurance risk and to process claims as necessary and to arrange for all insurances to be reviewed annually and for risk assessments to be carried out every 6 months or as necessary and to be responsible for Health and Safety.
17. to maintain the Council's register of property and assets
18. to operate the computerised accounting system
19. to maintain an order book of all official orders or letters for work, goods and services and to obtain the best available terms, usually by obtaining 3 or more quotations from appropriate suppliers
20. to ensure the duties of the RFO are reviewed every 5 years.

**STREET PARISH COUNCIL  
PERSON SPECIFICATION FOR CLERK/RFO**

	Essential	Preferred
<b>Educational Qualifications</b>	<p>Certificate in Local Council Administration (CiLCA) or willingness to obtain qualification within the first year of employment and good general education 5 GCSEs or equivalent including English Language and Maths</p> <p>Willingness to train for recognised qualifications and attend training courses when required to keep up to date with current legislation</p>	<p>Sound educational background to A or HND or degree level</p> <p>Book-keeping qualification</p> <p>Management qualification</p>
<b>Work Experience</b>	<p>Experience of working in an administrative role and an understanding of financial systems.</p> <p>Experience of working with groups of people and within teams.</p> <p>Good level of skill in use of IT equipment and software.</p> <p>Knowledge of employment law and its practical application in the workplace.</p>	<p>Experience of working on projects and raising funds.</p> <p>Experience of working on committees.</p> <p>Experience of local government including legal procedures and law.</p>
<b>Skills/Knowledge and Aptitude</b>	<p>Ability to communicate effectively verbally and in written form and produce oral and written reports and notes of meetings.</p> <p>Good IT skills including Word, Excel, Power Point and Publisher or equivalent.</p> <p>Understanding the importance of confidentiality and the absolute necessity to adhere to that.</p> <p>Ability to work well with staff, the public, councillors and other organisations and to manage challenging circumstances.</p>	<p>Experience of making presentations to groups.</p> <p>Experience of Office 365, social media and websites.</p> <p>Previous experience working as a local council clerk/RFO or in a senior position in a principal local authority.</p>

	Ability to operate with complete impartiality in a political environment.	
<b>Motivation</b>	Ability to manage own time and prioritise effectively to ensure that work is delivered within deadlines.	Enthusiastic, conscientious and positive.
<b>Other</b>	<p>Able to attend evening meetings and some weekend work and demonstrate flexibility as required. Prepared to undertake the CiLCA qualification and others as appropriate.</p> <p>Current driving licence</p> <p>High degree of accuracy and networking skills.</p>	<p>Car owner.</p> <p>Knowledge of local area.</p>