**Carhampton Parish Council**

**JOB DESCRIPTION – CLERK TO THE PARISH COUNCIL**

**Overall Responsibilities**

The Clerk to the Parish Council Clerk 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 Clerk will be accountable to the Council for the effective management of all its resources and will report to it as and when required.

The Clerk will be the Responsible Financial Officer, responsible for all financial records of the Council and the careful administration of its finances.

**Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met and managed.
4. To prepare, in consultation with appropriate Members, agendas for meetings of the Council and Committees. To attend all such meetings and prepare minutes for approval.
5. To receive correspondence (electronic or by post) 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 instructions of, or the known policy of the Council.
6. 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 and to ensure payment is received.
7. 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 and to produce reports for circulation and discussion by the Council.
8. To draw up both on his/her own initiative and as a result of suggestions by Members proposals for consideration by the Council and to advise on the practicability and likely effects of specific courses of action.
9. Monitor the implementation of the Council’s policies to ensure that those policies are achieving the desired result and, where appropriate, suggest modifications in accordance with the agreed Policy Review Timetable.
10. To act as the representative of the Council as required with both village organisations and other local and national bodies.
11. To issue Notices and prepare agendas and minutes for the Annual Parish Meeting; to attend the assembly of the Annual Parish Meeting and to implement the decisions made at the assembly that are agreed by the Council.
12. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
13. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
14. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. It is suggested that membership of the professional body The Society of Local Council Clerks would be a useful “tool” for which financial assistance would be offered.
15. To hold or be working towards, the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
16. To attend the Somerset Association of Local Councils AGM, the Conference of the National Association of Local Councils, Society of Local Council Clerks (if a Member) and other relevant bodies, as a representative of the Council as required.
17. To ensure that the Assets of the Council are maintained to an appropriate standard and the Asset Register reflects this.
18. To ensure that the monthly report on the status of the Village Defibrillator are provided to the supplier.
19. To ensure that the play equipment on the Village Playing Field, Meadowside, is monitored regularly for safety purposes.
20. To provide short information articles for the local monthly “News of the Villages” publication.
21. Maintain/coordinate content on the parish website and liaise with the web management company, as necessary.
22. To ensure that up to date information is displayed on the four noticeboards around the Parish and in the Information Kiosk located opposite the Butchers Arms public house in the village.

**JOB DESCRIPTION - RESPONSIBLE FINANCE OFFICER**

A responsible finance officer (RFO) must be appointed by each local council in accordance with Local Government Act 1972 section 151.

1. To prepare and present financial reports of the Council covering budget monitoring, fund balances, receipts and payments to date, payroll summary, payment of accounts and other relevant current matters.
2. To prepare draft estimates which, when approved, will form the annual budget for the year, and to report thereon as necessary.
3. To submit the Precept Demand to the District Council at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
4. To bank promptly all income received by the Council.
5. To ensure that all money due to the Council is billed and collected promptly.
6. To involve Members in the internal financial control systems wherever possible.
7. To manage the cash flow and to control investments and bank transfers.
8. To control payments made by cheque.
9. To take overall responsibility for the management of the payroll, ensuring prompt and proper payment of any deductions for Income Tax, National Insurance and pension fund or superannuation fund contributions.
10. To take overall responsibility for the prompt submission of VAT Return Forms or repayment claims.
11. To verify, analyse for accounts purposes, and to authorise suppliers’ invoices for recommendation for payment.
12. To prepare Financial Statements for each financial year for Members and the public.
13. To prepare the Accounts and the Annual Return for the Council each year and to submit them to Council for approval and to the external Auditor when required.
14. To arrange for appropriate Internal Audit in accordance with proper practices and the Council’s Financial Regulations.
15. To monitor compliance with the Council’s Financial Regulations.
16. To manage the Risks faced by the Council and to recommend such insurance as is required (in particular, Fidelity Guarantee), or is mandatory (Employer’s Liability).
17. To maintain the Council’s Asset Register.

18. To ensure all relevant financial information is publicly available on the Parish Council’s website in line with the Transparency Code

19. To ensure that the Council has the documentation and information for operating lawfully in place and in accordance with standard practice and building a basis for improvement and development.

20. Research and bring forward opportunities to apply for grants to support Council aspirations.