

JOB DESCRIPTION

Parish Clerk and Responsible Financial Officer

Job Purpose

The Parish Clerk takes A strategic and operational management responsibility for all the work of Lambourn Parish Council, working on behalf of the people of Lambourn. The Parish Clerk is responsible for implementing all decisions of the Parish Council, administering the Council and the line management of staff.

The role includes preparing the Council's budget, managing the Council's workforce, attending meetings of the Council, and advising Parish Councillors and always ensuring that the Council acts legally. The role involves acting as the Council's Proper Officer (as defined by the Local Government Act 1972) and as such is under a statutory duty to conduct all the functions, and, 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 Responsible Financial Officer, as defined in the current Accounts and Audit Regulations, will be responsible for all the financial processes and records of the Council and the careful administration of its finances.

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 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 the Council as and when required.

The main Responsibilities of the Parish Clerk's Role:

Ensuring compliance with legal duties

- Ensure that all statutory and other provisions governing or affecting the running of the Council are observed.
- Monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
- Managing Parish Council, Committee, and Parish meetings.
- Prepare informative agendas for meetings of the Council, in consultation with appropriate Councillors.
- Attend all meetings of the Full Council, take a formal Minute of the meeting and create an Action Log. Ensure that these actions are taken in advance of the following meeting.
- Prepare, and agree with the Chairs, the agendas for committee meetings, but attend and minute only key meetings where the Clerk's presence is required.
- Issue notices and agendas for the Parish Council's annual meeting and the Parish Meeting. Attend and minute these meetings and implement the decisions made that are agreed by the Council.

Delivering the Council's strategic Purpose

Draw on their own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council, and advise on the practicability and likely effects of specific courses of action.

- Support the Council in defining its vision and in establishing specific objectives, plans and timelines for projects, functions and services which benefit the community of Lambourn.
- Bring forward draft policies and scheme proposals to reflect community needs.
- Build and maintain a network of contacts and partners to influence and facilitate the achievement of the Council's objectives.
- Receive correspondence and documents on behalf of the Council and, following known policy of the Council and in liaison with appropriate Councillors, respond on behalf of the Council.
- Prepare a monthly summary of all significant incoming and outgoing correspondence for Council meetings.
- Draft responses to third party consultation exercises.
- Study reports and other data on Council's activities and on matters bearing on those activities. Where appropriate, discuss such matters with administrators and specialists in particular fields and produce reports for circulation and discussion by the Council.

Carrying out the business of the Council

In partnership with appropriate Councillors:

Parish Administration

- Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format.
- Maintain effective booking and fault-reporting systems to enable the public to access the services of partner organisations eg. CCTV for the Police, West Berkshire Council.
- Place and manage orders for the purchase and supply of goods and services.
- Work collaboratively with the Chairs of all relevant committees in the oversight of those elements of the Council's business.

Health and Safety

- Ensure that the Council's statutory obligations for the proper management of all Health and Safety matters are met; including the review of Council's Health and Safety Policy and the preparation (and oversight) of Risk Assessments, where necessary, for the safe management of Council business and activities.

Financial management

Manage the annual budget for Council and its committees and prepare financial statements as required.

- Monitor and balance the Council's accounts and prepare records for audit and VAT purposes.
- Ensure that correct financial records are kept and that internal checking regimes are established.

- Receive and report on invoices for goods and services to be paid for by the Council and ensure that such accounts are settled within due timescales.
- Issue invoices on behalf of the Council for goods and services and ensure payment is received.
- Research and bring forward opportunities to apply for grants and members bids to support project aspirations.

Employee Management

- Manage their own workload and that of all the council's employees (currently 3) set their objectives in line with the Parish Council's priorities and ensure appropriate delegation and balance of workload.
- Continue to develop and maintain the necessary professional knowledge required for the efficient management of the affairs of the Council, and be an active member of appropriate professional bodies e.g. The Society of Local Council Clerks (SLCC).
- Maintain records of employee hours, leave etc.
- Supervise employees as their line manager, in keeping with the policies of the Council and undertake all necessary activities in connection with the management of salaries and conditions of employment. Agree job descriptions and annual work plans.

Communications

- Manage the Parish Council's website and ensure it is accurate and up to date.
- Identify items to post on the website and in Parish Newsletters.
- Devise new ways to communicate with our community to find out their priorities and requirements.
- Work cooperatively with the media to promote the role and a positive public perception of the Council.
- Work with Councillors in the preparation of Press releases and other media engagement. Issue, and monitor outcomes from, all Press Releases and ensure that the Council's legal responsibilities have been adhered to, the reputation of the Council is protected, and that there is consistency of style including branding.
- Act as the representative or spokesperson of the Council as required.

Other

- Attend monthly evening meetings of the Council and occasional committees and other events as necessary.
- Attend training courses, seminars and conferences as required by the Council
- Carry out such other responsibilities and functions as shall from time to time be required by the Council.