

# **Burton Bradstock Parish Council**

## **Parish Clerk Job Description**

### **Overall Responsibilities**

The Burton Bradstock Parish Clerk will be the Proper Officer of the Burton Bradstock Parish 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 Parish 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.

Except when the roles are combined, the Parish Clerk will manage the Responsible Financial Officer, who is responsible for all financial records of the Council and the 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 supervise as line manager the work of and liaise with the Responsible Financial Officer, any other Council staff and Council Contractors in keeping with the policies of the Council, and to undertake all necessary activities in connection with the management of salaries and conditions of employment of staff.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. Other than where such duties have been delegated to another Officer:
  - a. to prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees, any Parish Meetings, public meetings or assemblies.
  - b. to attend all meetings of the Council and all meetings of its committees and sub-committees, any Parish Meetings, public meetings or assemblies.
  - c. To prepare minutes for meetings attended for approval and where appropriate to implement Council decisions.
5. 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 instructions of, or the known policy of the Council.
  
6. To maintain the Council's Approved List of Contractors; to seek tenders for goods, works and services as required by the Council; to report thereon and to appoint and manage Contractors in accordance with the Council's decisions and its Standing Orders and Financial Regulations.
7. To liaise with the Burton Bradstock Volunteer Group and monitor any Parish Council approved works undertaken by the Group.
8. 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.

9. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To act as the representative of the Council as required.
12. To prepare, in consultation with the Chairman, press releases about the activities 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.
15. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.
16. To maintain and manage the Parish Council's website and social media platforms.

## **Burton Bradstock Parish Council**

### **Responsible Financial Officer**

#### **Duties and Responsibilities**

The Responsible Financial Officer (RFO) is ultimately accountable to the Parish Council for the proper execution of his / her duties but should work in close liaison with the Finance and General Purposes Committee (F&GPC) or nominated Councillors to ensure the effective management and control of Parish Council financial affairs.

Particular duties as RFO include:

- ❖ The administration of and attendance at the F&GPC meetings.
- ❖ Compilation of proper financial records including statutory accounts, VAT and payroll.
- ❖ Payment of invoices.
- ❖ Creation of invoices.
- ❖ Monitoring the allotment monies.
- ❖ Managing the Councils bank accounts.
- ❖ Tender, purchasing and contract actions.
- ❖ Creating the budget and financial commitment analysis.
- ❖ Monitoring and reporting the financials.
- ❖ Preparation of the annual return for Council consideration.
- ❖ Presenting the financials at the AGM.
- ❖ Liaison with the internal and external auditor.
- ❖ Arranging insurance cover (subject to BBPC approval).
- ❖ Maintaining and reporting on the risk management schedule.
- ❖ Ensuring compliance with the Burton Bradstock Parish Council Financial Regulations and other rules and regulations.
- ❖ Maintaining the Council's Asset Register.
- ❖ Deputising for the Parish Clerk in his/ her absence.
- ❖ Ad hoc tasks of a financial nature as required.