



Job Description

Job title: Parish Clerk & Responsible Financial Officer

Responsible to: Council

Main purpose of job:

Ensuring the legal and effective operation of the Council.

Reviewing and advising on policies and procedures relevant to the Council as a whole.

Holding responsibility for revising and monitoring the annual budget, advising the Council with informed data.

Administrating and advising at Full Council meetings.

Administrating and advising at Committee meetings and working group meetings as required.

Liaising with partners to harness beneficial relationships for the Council.

Conduct research, and then advise on future strategy for the Council as a whole.

Key functions:

The Clerk is the Proper Officer of the Council and as such is under a statutory duty to ensure that the Council's civic and administrative functions and services are performed professionally, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a local authority are carried out. The Clerk's key functions include, but are not limited to, matters of: Policy, Strategy, Finance, Services, Democratic process, and Council internal structures.

The post requires:

- Excellent administrative and organisational skills.
- Experience of financial record keeping / bookkeeping including familiarity with a financial software package.
- Excellent IT skills.
- Sound written and verbal communication skills online, on the telephone and face-to-face.

The Clerk will:

- Ensure that the Council's Standing Orders and Financial Regulations are observed and implemented.
- 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.
- Be accountable to the Council for the effective management of all its resources.
- Oversee the provision of Council land and resources.
- Take a flexible approach in order to meet the requirements of the job.
- Undertake other duties that may be required from time to time within the general scope of the post.

Governance responsibilities:

- To ensure that legal, statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise Councillors on all meeting procedures and regulations.
- To ensure the Council's obligations to insure are properly met.
- To be the Council's principal advisor on all policy issues. To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly, ensuring that all Council policies and procedures meet statutory requirements.

- To monitor the implemented policies of the Council and ensure they are achieving the desired result and where appropriate suggest modifications.
- To prepare, in consultation with appropriate members of the Council, agendas for meetings of the Council in accordance with all statutory requirements and to ensure publication.
- To attend meetings and prepare minutes for approval and ensure publication.
- To issue notices and prepare agendas for the Annual Meeting; to attend, produce minutes and implement the decisions made at the Annual Meeting.
- 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.
- To negotiate, sign, seal and deliver any agreements, contracts, conveyances, licenses, consents, approvals etc. on behalf of the Council.
- To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that Health and Safety obligations under the Health and Safety at work act and other related legislation are met.
- To identify, establish and manage specific projects as directed and agreed by Council.

Personnel responsibilities:

- To attend training courses and other events on the work and role of the Parish Clerk as required by the Council and to engage in meaningful Continuing Professional Development.
- To assist in identifying, and encouraging attendance at, relevant training courses for Councillors.
- To take appropriate action to ensure that all Council elections are arranged and held successfully.
- To ensure compliance with the Data Protection Act 2018 and the General Data Protection Regulations 2018.

External responsibilities:

- To act as the representative of the Council, engaging with the general public as required.
- To liaise and engage with a wide range of stakeholders such as resident groups, contractors, local government officers.
- To maintain effective and positive press and public relations.
- To act as the official representative of the Council at meetings of other relevant organisations as required.
- To take appropriate public relations action to enhance the profile and image of the Council and promote and protect the views and interests of the Council with all relevant external organisations or individuals.
- To develop effective liaison and an effective working partnership with other relevant Parishes, West Sussex County Council and Chichester District Council together with other public authorities, statutory and voluntary bodies, and other agencies as the Council's representative, to ensure that the Council plays a full and effective role in issues affecting the area.
- To have overall responsibility to ensure that the Council's website is reviewed and updated.
- To be actively involved in national and local issues and conversations within the sector.

Finance responsibilities:

As the Council's Responsible Financial Officer to: -

- Have overall responsibility for all financial procedures, and the careful administration of its finances, in compliance with all statutory obligations or other laws, provisions and notices governing or affecting the running of the Council including:
- Carry out all the functions required by law of the Council's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council.

- Act as the Council's principal advisor on financial matters, and to oversee the careful administration of the Council's finances, and the proper application and maintenance of the Council's Standing Orders and Financial Regulations.
- Ensure that the Council's finances are effectively managed and monitored, and to advise the Council on its financial forward plan strategy and policies.
- Advise the Council on preparing the annual budget estimates of income and expenditure and annual precept requirements.
- Monitor and manage the Council's budget expenditure and income.
- Ensure that the statutory internal and external audit requirements are undertaken and completed each year, and any consequential action taken.
- Ensure that all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally.
- Ensure records, returns and public notices for the annual audit are prepared and the necessary public notices displayed.
- Ensure that the Council's obligations for financial risk management, including risk assessments, are properly met and where necessary risks are properly insured or mitigated as appropriate.

Other relevant documents:

Details are contained within the contract of employment.