

Grinshill Parish Council

Job Description – Parish Clerk and Responsible Financial Officer (RFO)

Overall responsibilities

The Parish Clerk is the Proper Officer of Grinshill Parish Council and is under a statutory duty to carry out all functions, including serving and issuing all notifications required by law. The Clerk is responsible for ensuring that the lawful instructions of the Council in connection with its functions as a local authority are carried out; for producing timely and accurate information to support effective decision-making; and for implementing the Council's decisions in a constructive and professional manner. The post holder is accountable to the Council for the effective management of its resources and will report to the Council as required.

As Responsible Financial Officer (RFO), the Clerk is responsible for maintaining the Council's financial records and for the careful administration of the Council's finances, ensuring that appropriate financial controls, reporting, and audit requirements are met.

Specific responsibilities

1. Ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed, including assisting Members in being aware of and adhering to their legal obligations.
1. Prepare, in consultation with appropriate members, the timetable and agendas for all meetings of the Council and its committees; attend such meetings and prepare minutes for approval.
2. Issue notices, agendas and minutes for meetings, and implement decisions made following a meeting.
3. Maintain the Council's financial accounts by recording transactions, completing quarterly bank reconciliation's, providing quarterly financial reporting, preparing annual VAT returns, and preparing end of year accounts for audit purposes.
4. Monitor available grants and apply for grants when agreed by the Members. Including the Environmental Maintenance Grant and Lottery funding.
5. Ensure that the Council's obligations for insurance are properly met.
6. Monitor the implemented policies of the Council to ensure they are achieving the desired results and, where appropriate, suggest modifications.
7. Receive correspondence and documents on behalf of the Council and deal with them as appropriate, or bring such items to the attention of the Council.
8. Contributions to and assistance articles for the Parish newsletter.

9. Draw up, both on own initiative and as a result of suggestions by councillors, proposals for consideration by the Council, advising on practicability and the likely effects of specific courses of action.
10. Scrutinise all invoices received by the Council and ensure value for money on all goods and services provided; ensure invoices are reported to the Council and paid in a timely fashion. Issue invoices on behalf of the Council for goods and services provided and ensure payment is received.
11. Act as a representative of the Council as required and attend conferences/seminars as required.
12. Attend to the maintenance and administration, through social partners, volunteers and contractors where necessary, of Parish Council projects (as applicable), including the for example the Defibrillator and any other amenities the Parish Council takes on. Also undertake an annual inspection of the roads and footpaths within the Parish and report any defects through 'fix my street'.
13. Manage and/or monitor projects to improve Parish amenities in accordance with Council-agreed specifications.
14. Act as a conduit between councillors and members of the public, providing an effective, constructive and polite service to all stakeholders.
15. Undertake continuous professional development, including attendance at training courses relevant to the role of Parish Clerk through SALC.
16. Undertake other tasks allocated by the Council which are within the competence and capability of the post holder.