

Pannal and Burn Bridge Parish Council

Job Description and Person Specification for post of Parish Clerk and Responsible Financial Officer (RFO)

Job Description

Overall Responsibilities

The Parish 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 will be the Responsible Financial Officer (RFO) and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

The Clerk has to ensure that statutory and other provisions governing or affecting the running of the Council are observed the most important of which are:

- Monitoring and balancing the Council's accounts and preparing records for audit purposes and VAT this will include keeping and maintaining the cashbook, provide monthly bank reconciliation, deal with VAT claims, prepare the Annual Governance and Accountability Return for approval of the Council, and maintain the asset register.
- To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. When necessary, to issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- Ensuring that the Council's obligations for Risk Assessment are properly met.
- Preparing, in consultation with appropriate Councillors, agendas for meetings of the Council and Committees and to attend such meetings and prepare minutes for approval.
- To receive and deal with correspondence and documents via e-mail, letter or telephone on behalf of the Council and to bring such items to the attention of the Council.
- 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
- To draft (if necessary) and monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To act as the representative of the Council if required.
- To attend training courses or seminars on the work and role of the Clerk as required by the Council.

Person Specification

Attribute	Description	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of administering committees and implementing follow-up actions • Experience of monitoring budgets and preparing simple financial statements 		<p style="text-align: center;">X</p> <p style="text-align: center;">X</p>
Skills	<ul style="list-style-type: none"> • Ability to communicate effectively orally, in writing and electronically and to present views coherently. • Possesses a good level of literacy and numeracy. • Possesses good administrative and project management skills. • Computer competent and ability to use MS Word and Excel or equivalent Microsoft compatible programmes. • Ability to work efficiently and effectively, occasionally under pressure, and on own initiative. • Experience of or willingness to become proficient in simple website editing and newsletter management (training will be provided). • Experience in dealing with the public. 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p>
Knowledge and Qualifications	<ul style="list-style-type: none"> • Knowledge of all tiers of local government and their inter-relationship. • Either holds relevant professional qualifications or is willing to work towards obtaining them. • Willing to undertake any additional training if required. 	<p style="text-align: center;">X</p>	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p>
Other Requirements	<ul style="list-style-type: none"> • Available to attend evening meetings, at least monthly • Availability to attend occasional meetings (some during the day) and to have a 'presence' in the village on a regular basis. • Ability to maintain confidentiality. • Can supply own office facilities, including computer with appropriately pass-worded access including internet capability and telephone. Reasonable expenses for stationery will be allowable. 	<p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p> <p style="text-align: center;">X</p>	