

CHETWYND PARISH COUNCIL

Job Description and Person Specification

Post: Clerk and Responsible Financial Officer

Line Manager: Chairman / Vice-Chairman

Remuneration: Annual Honorarium of £1296.00 paid in two increments and based on 8 hours per month @£13.50

Hours of Employment: zero hours contract

Place of Work: Chetwynd Parish Council does not own or operate an office, hence the Clerk will work primarily at home with meetings held in local public buildings. Occasional outdoor site visits will be required. Occasional attendance at meetings outside of the parish or via zoom /Microsoft teams or similar audio / visual media is required.

JOB DESCRIPTION

This Job Description describes the role performed by the Clerk and Responsible Financial Officer to Chetwynd Parish Council (the Council)

The Clerk shall act as:-

The Council's 'Proper Officer'
The Council's 'Responsible Finance Officer'

1. Job Description Overview:-

The Clerk is the 'Proper Officer' and employee of the Council and as such has a statutory duty to carry out all functions of a 'Proper Officer' required by law

The Clerk ensure that the lawful instructions of the Council in connection with its functions are carried out

The Clerk is required to advise the Council on **Governance and Compliance**, and assist in the formation of, policies and strategies to Ensure that all legal, statutory, and other provisions governing or affecting the running of the Council are observed.

The Clerk is required to Manage the Council's assets, facilities, and services, ensuring compliance with Health & Safety (H&S) and General Data Protection Regulation (GDPR) requirements

The Clerk is responsible for producing all information required for making effective decisions and implementing actions arising from those decisions

The Clerk is the Council's 'Responsible Financial Officer' (RFO) and is responsible for all financial records and the administration of finances, including budget preparation, VAT submissions, including preparation of records and relevant documents for formal audits provision.

2. Specific duties:-

Governance and Compliance ensure that all legal, statutory, and other provisions governing or affecting the running of the Council are observed. and properly undertaken

Manage the Council's assets, facilities, and services, ensuring compliance with Health & Safety (H&S) and General Data Protection Regulation (GDPR) requirement

Take appropriate action to ensure that Council elections and co-options are undertaken in accordance with legal requirements

Undertake duties of the Responsible Financial Officer including annual setting of a precept / budget, administration of the Council's finances, maintaining records, recovery of VAT, supporting audit processes and securing grants and/or match funding when available

Ensure that the Council's Standing Orders and Financial Regulations are properly observed and implemented

Ensure that the Council's obligations in respect of insurance and risk assessment are properly met

Prepares (in consultation with the Chairman & vice-Chairman) and circulates to Members and other attendees an agenda, financial statements and relevant papers for meetings

Provides for approval by the Council quarterly bank reconciliation statements

Organises and attends the Council's annual Parish meeting and Council's AGM, scheduled business (council) meetings and other ad hoc meetings to advise/guide Members and to record minutes and actions arising

Action all lawful decisions made by the Council during meetings

In line with statutory provisions publishes agenda, minutes, and other publicly disclosable documents to the to the village noticeboards and on the Council's website

Maintain reasonable access for and regular communications with the Chairman, Vice-Chairman and other Members on all matters relating to the parish

Maintain hard-copy and electronic records of agenda, minutes, orders / contracts, invoices, financial records and other relevant documents (at least for the statutory minimum period) and in line with GDPR regulations

Regularly back-up all electronic records including updating a USB (or other device) held separately by the Chairman, or other nominated Member, of the Council

Maintain detailed contact lists for local councillors, partner organisations and for local contractors / service providers

Receives, Distributes and Actions all correspondence relating to the Council in accordance with the scheme of delegation

Regularly liaise with other organisations with an interest in Chetwynd Parish including the Borough Council, Local Policing Team, churches of Chetwynd and Sambrook, the committees of the Sambrook Village Hall, and other organisations as appropriate

Regularly publish information about the Council, its priorities and its activities to help inform residents and other local interests

Regularly monitors implementation and adherence to the Council's policies, and report variances as necessary

Represents the Council at meetings, events and other occasions as required

Continue to acquire necessary professional knowledge and skills for the efficient management of affairs of the Council

Carries out all other duties appropriate to the role of Clerk and RFO as directed by the Council

Notifies the Chairman and Vice-Chairman in advance of any periods of absence

Provides written resignation with a minimum period of notice of 3 months for termination of contract.

**CHETWYND PARISH COUNCIL
PERSON SPECIFICATION**

Competences E = Essential D = Desirable		How Assessed
Qualifications / Education / Certification		
Prerequisite of good standard of Education in English and Maths (Results in GCSE's,A level (or equivalent) passes at grades A - C	E	Original Certificates Application Form and Interview
A relevant degree or degree equivalent	D	
Certificate in Local Council Administration (CiLCA) or a willingness to work towards obtaining the qualification	D	
Experience in Administration and Finance		
3 years or more in administration and finance, preferably in a similar role	D	Application Form, Interview and References
Preparing agendas and taking minutes	E	
Setting and managing budgets and preparing financial statements	E	
Placing and managing orders / contracts and invoicing for goods / works / services provided	E	
Compliance with GDPR regulations	E	
	E	
Knowledge of Local Authority Environment		
Understanding of the legal framework governing the activities of a Parish Council	D	Interview
Some understanding of how Local Authorities Work	D	
Managing Projects and Outcomes		
Ability to work to own initiative to research and prepare options for council approval	E	Application Form, Interview and References
Experience in procurement and letting of small contracts	E	
Ability to manage small projects within timescale and budget	E	

<p>Skills and Abilities</p> <p>Well-developed IT skills, enabling use of internet, emails, word processing, financial spreadsheets and website administration</p>	<p>E</p> <p>E</p>	
<p>Good communication skills and ability to work with a range of people in different roles</p> <p>Able to write clearly, concisely and accurately</p> <p>Self-motivated with excellent skills in organising own workload and meeting deadlines</p> <p>Diplomatic and tactful, showing political sensitivity</p>	<p>E</p> <p>E</p> <p>E</p>	<p>Application Form, Interview and References</p>
<p>Other</p> <p>Willingness to attend scheduled evening meetings of Council, occasional daytime meetings and occasional other evening meetings</p> <p>Full valid driving license</p> <p>Preferably living within 10 miles of the Parish</p>	<p>E</p> <p>E</p> <p>D</p>	<p>Interview</p> <p>Documents</p> <p>Application Form</p>