

Billinge Chapel End Parish Council

Job Description - Clerk to the Council and Responsible Financial Officer

Overall Responsibilities

The Clerk will be the Proper Officer of the Council. They will carry out all the duties of a local authority's Proper Officer, including issuing all the required notifications and ensuring the Council's instructions (as a local authority) are carried out.

The Clerk will advise on and assist in developing overall policies. They will produce the information required to make effective decisions and implement these decisions constructively. They will be accountable to the Council for effectively managing its resources and will report on these when required.

The Clerk will be the Responsible Financial Officer, involving all the Council's financial records and the administration of its finances.

The Clerk will provide all the management, administrative and financial services required by the Council.

Specific Responsibilities

- To ensure statutory and other provisions affecting the Council are met.
- To act as the Council's Responsible Finance Officer, including:
 - preparing an annual budget
 - maintaining financial records
 - preparing quarterly budget monitoring reports
 - preparing annual returns for audit and VAT claims
 - issuing invoices for hire of the Hall
 - making appropriate banking arrangements to ensure prompt banking of monies and payment of accounts and payroll; and
 - ensuring compliance with the Council's Financial Regulations.
- To ensure the Council meets its responsibilities within the Annual Governance Statement. This includes arrangements for internal control, risk assessment and internal audit.
- To prepare agendas for Council and Committee meetings. To attend these meetings and prepare minutes for approval.

- To manage Hall bookings and liaise with users.
- To manage correspondence and documents on behalf of the Council and bring relevant items to its attention.
- To maintain and update the Council's policies.
- To implement and act in accordance with Data Protection requirements and General Data Protection Regulations.
- To supervise others employee and undertake all necessary activities in connection with their work, salary and conditions of employment.
- To act as the representative of the Council as required. This includes liaising with residents, local groups, St Helens Council, Merseyside Police and other bodies.
- If required, to study to obtain the Certificate in Local Council Administration qualification.
- To continue professional development through membership of the Society of Local Council Clerks and by attending appropriate training events.
- To ensure the Council's website and social media sites are up to date.
- To carry out other duties, as required by the Council including arranging local events.

This is not a comprehensive list of all tasks that may be required of the post holder. It illustrates the nature and level of responsibility of the work to be undertaken. Other duties may be necessary from time to time.