

## **Bredhurst Parish Council**



### **Job Description:**

#### **Clerk and Responsible Finance Officer**

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<b>Parish Council:</b>	<b>Bredhurst Parish Council</b>
<b>Role:</b>	<b>Clerk and Responsible Finance Officer</b>
<b>Pay Point:</b>	<b>TBC</b>
<b>Responsible to:</b>	<b>BPC Personnel Committee</b>

### **Overall Responsibilities**

The Clerk is the Proper Officer of the Council and is under statutory duty to carry out all functions and serve or issue the notifications required by law of a Local Authority's Proper Officer.

The Clerk is responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk is expected to advise the Council on and assist in the formation of overall policies to be followed in respect of the Authority's activities and produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk is the Responsible Finance Officer and is responsible for all the financial records of the Council and the administration of its finances.

### **Main duties and responsibilities:**

1. To ensure the legal, statutory and other provisions governing or affecting the running of the council are observed.
2. To ensure that all Council risks are accurately assessed, and that statutory Health and Safety responsibilities are complied with.
3. To ensure that all the Council's property is inspected and maintained.
4. To prepare, in consultation with appropriate Members, agendas for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval.
5. To ensure that all decisions of the Council, its committees and sub committees are carried out promptly and accurately.

6. To receive correspondence and documents, including planning applications, on behalf of the Council and to deal with correspondence or documents or bring such items to the attention of the Council. To issue correspondence as instructed by or in line with the known policy of, the Council.
7. To study reports and other data on activities of the Council and on matters relating to those activities. Where appropriate to discuss such matters with administrators and specialists in particular fields.
8. To draft responses based on post holder's own initiative and proposals by the Council for consideration and to advise on the practicability and the likely effects of specific courses of action.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To agree and work to recognised targets as identified in a staff appraisal.
11. To arrange the safe keeping of all deeds, records and other documents relating to the Council.
12. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
13. To produce the annual Budget for approval by Council.
14. Manage cash flow and control of investments and bank transfers.
15. Prepare and balance the End of Year Accounts in accordance with the statutory regulations.
16. Produce accounts and records for internal and external audits in accordance with the statutory regulations.
17. Monitor compliance with the Council's Financial Regulations and Financial Risk Assessment and review when necessary.
18. Maintain the Council's Register of Property and Assets.
19. To ensure that the Council's obligations to insure are properly met.
20. To obtain quotations, report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services to ensure such payment is received.
21. To liaise with, direct and support the Police.
22. To manage and run Blacksmiths Community Barn on a day-to-day basis.
23. To manage the Council's allotments including issuing invoices for and collecting the annual rent.

24. To issue notices and prepare agendas and minutes for the parish meeting; to attend the assemblies of parish meetings and to implement the decisions made at the assemblies.
25. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
26. To check and monitor the Parish Council website, Facebook page and Bredhurst Community Group.
27. To attend training courses on the work and role of the Clerk, as required by the Council.
28. To attend, as required, the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as representative of the Council.
29. To act as a representative of the Council as required.

**Bredhurst Parish Council  
Clerk and Responsible Finance Officer:  
PERSON SPECIFICATION**



<b>Attributes:</b>		<b>Essential/ Desirable</b>
Education and Training	➤ Certificate in Local Council Administration or working towards CiLCA.	Essential
	➤ Accountancy based qualification	Desirable
Experience	➤ Experience working for a Parish Council or Local Authority.	Essential
	➤ Ability to prioritise own workload.	Essential
	➤ Preparing agendas and minuting meetings.	Essential
	➤ Preparing reports.	Essential
	➤ Managing budgets, preparing accounts.	Essential
	➤ Providing professional, high-quality support and guidance.	Essential
	➤ Providing procedural and administrative advice.	Essential
Skills and Abilities	➤ An understanding of working in a Parish Council environment.	Essential
	➤ Excellent written and oral communication skills.	Essential
	➤ Excellent computing skills including the use of Word, Excel and social media.	Essential
Knowledge	➤ Awareness and/or evidence of working in an environment committed to promoting equal opportunities.	Desirable
	➤ Awareness of the principles of public administration.	Desirable
	➤ The rules under which Parish Councils must operate.	Desirable
Personal Attributes	➤ High levels of self-awareness, good self-management, resilience, and flexibility.	Essential
	➤ Ability to both work on your own using your own initiative and as part of a team.	Essential
	➤ Good administrative and organisational skills.	Essential
	➤ Ability to demonstrate a flexible approach as evening working will be required to cover meetings.	Essential
	➤ Full driving licence.	Desirable