

Clerk and Responsible Financial Officer, Bathampton Parish Council

JOB SPECIFICATION

RESPONSIBILITIES

The Clerk to the Council 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 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 in particular to produce all the information required for making effective decisions and to implement 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 will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

To ensure that statutory and other provisions (including GDPR) governing or affecting the running of the Council are observed.

To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents and bring such items to the attention of the Council.

To issue correspondence as a result of instructions of the Council.

Keep safely and conveniently in secure but accessible custody all deeds, plans, records, letters, writings and other documents of or concerning the Council or its staff.

To ensure the Standing Orders and Financial Regulations are updated to reflect any changes in legislation or best practice.

To prepare, in consultation with appropriate members, agendas for meetings of the Council. To attend all such meetings and subsequently prepare Minutes for approval.

To administer the finances of the Council including working with Councillors to propose a budget.

To pay the bills and manage a payroll.

To monitor and balance the Council's accounts and prepare records for audit purposes and VAT and to prepare the annual budget.

To act as the line manager and main point of contact for the Village handyman.

To ensure that the Council's obligations for Risk Assessment are properly met.

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 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 as required eg in local fora.

To issue notices and prepare agendas and Minutes for the Annual Parish Meeting (APM)

To attend the APM, and to implement the decisions made at the Assembly that are agreed by the Council.

To attend training courses or seminars on the work and role of the Clerk as considered suitable by the Council.

To Publish documents and other appropriate content on the Council's website, in accordance with the relevant parish council policies and in compliance with the transparency code if relevant.

To develop and implement a fit for purpose policy on use of social media to communicate with the local community.

To support the creation and distribution of a quarterly newsletter by working with councillors and volunteers, including collecting from the printers and coordinating the distribution to volunteer deliverers.