Branston & Mere Parish Council.

Job Description – Clerk/RFO.

**Overall 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 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 policies to be followed in respect of the Authority's activities and produce information required to make effective decisions and implement those 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 also the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

**Specific Responsibilities:**

1. Overall administration of the Parish Council’s business; implementing Council decisions & policies; supervision of other members of staff; maintaining up to date financial records; preparation of annual budget; completion of annual audit and return.
2. To ensure that statutory and other provisions governing or affecting the running of the Parish Council are observed.
3. To act as the representative of the Council as required and be first point of contact for residents in person, by phone, e-mail or social media.
4. To prepare agendas for meetings of the Council. To attend such meetings and prepare minutes for approval.
5. To issue notices and prepare agendas, displays, speakers and minutes for the Annual Parish Meeting.
6. To attend all meetings of the Council and its committees; including the Recreation Ground Committee.
7. To receive and deal with correspondence and documents on behalf of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
8. To circulate details of planning applications; receive comments; formulate & submit responses to NKDC.
9. To draw up reports, guidance and proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To study reports and other data on activities relevant to the Council. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To ensure that the Council's obligations for Risk Assessment are properly met including annual and regular assessment of trees & play equipment and various annual maintenance inspections.
13. To write monthly/quarterly articles for the Sheepwash Times/Branston Newsletter about the activities of or decisions of the Council.
14. To update information on the Council’s website and social media.
15. To supervise other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with conditions of employment and work of other staff.
16. To monitor and manage the Council’s bank accounts, budgets and cash-flow and produce quarterly reports.
17. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
18. To issue invoices on behalf of the Council for services and ensure payment is received and banked.
19. To monitor and balance the Council's accounts and prepare records for audit purposes and reclaim VAT.
20. To forecast and provide information to allow the Council to produce a budget and submit the Precept demand.
21. To complete the year end accounts in readiness for Internal Audit, Annual Return and Charity Return.
22. To complete staff payments using HMRC software and NEST pension calculator; including the year-end report and P60s.
23. To attend training courses or seminars on the work and role of the Clerk as required.
24. To work towards the CiLCA qualification for the status of Qualified Clerk as a requirement for effectiveness in the position of Clerk to the Council.

Village Hall duties.