

Clerk and RFO – Earby Town Council

Job Description

Preamble: This job description is for illustrative purposes to outline the range of responsibilities currently relating to the role, it will vary over time and may be amended subject to consultation with the post-holder.

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 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 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 will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Duties

Ensuring compliance with legal duties

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

Financial Management

3. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
4. To receive and 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 and to ensure payment is received.
5. Specifically, in relation to the duties of the Responsible Financial Officer, to:
 - a. Prepare financial reports to Council. Reports to cover Budget monitoring, Fund Balances, Receipts to date, payroll summary, payment of accounts, and on the relevant current matters.
 - b. Prepare draft estimates. When approved by Council to form annual budget, monitor during year and report thereon.
 - c. Submit precept to Council.
 - d. Enter regularly all money received and expended by the Council.
 - e. Ensure that all money due to the Council is billed (where appropriate) promptly, and in all cases is collected promptly.

- f. Identify the duties of all individuals, including him/herself dealing with financial transactions and ensure, as far as possible, the division of responsibilities of those officers in relation to significant transactions. Ensure that there is as much internal checking as possible in a small authority.
 - g. Manage cash flow and control of transfers and investments.
 - h. Control of cheques and administration of Council bank accounts.
 - i. Overall management of payroll. Ensure prompt payment of tax and national insurance to HMRC monthly.
 - j. Overall responsibility for submission of VAT reclaims.
 - k. Review verifications and certify suppliers' invoices, prior to payment.
 - l. Ensure that the internal auditor has access to all necessary paperwork as required and that the internal auditor presents reports to the Council.
 - m. Prepare and balance final accounts in accordance with current Audit and Accounts Regulations.
 - n. Produce accounts and records for external audit in accordance with current Audit and Account Regulations
 - o. Ensure internal auditor completes and signs the appropriate section of the Annual Return.
 - p. Monitor compliance with the Council's Financial Regulations and ensure correct financial systems and regulations are in place.
- 6. Manage the Insurance Risk and process claims as necessary.
 - 7. Maintain Council's Register of Property and Assets
 - 8. To ensure that the Council's obligations for Risk Assessment are properly met.

Meetings

- 9. To prepare, in consultation with appropriate members, agendas for meetings of the Council and any Committees. To attend such meetings and prepare minutes for approval.
- 10. To issue notices and prepare agendas and minutes for the Town Council Meeting: to attend the meetings and to implement the decisions that are agreed by the Council.
- 11. To attend meetings of the Council and (where required) all meetings of its committees and subcommittees.

General

- 12. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council.
- 13. To issue correspondence as a result of instructions of, or the known policy of the Council.
- 14. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- 15. 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.

16. To supervise any 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 the management of salaries, conditions of employment and work of other staff, as necessary. To supervise honorary/voluntary staff and ensure their appropriate support and integration with the work of the Council.
17. To act as the representative of the Council as required.
18. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
19. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
20. Where training is available and can be funded by the Council, to work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
21. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: and develop links with the local professional body.
22. To attend conferences and other relevant meetings, as a representative of the Council as required.
23. Plus any other reasonable duties as may be required by the Council