



## **PERRANUTHNOE PARISH COUNCIL.**

### **PARISH CLERK JOB DESCRIPTION**

- 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 responsible for all the financial records of the Council and the careful administration of its finances.
- The Clerk will be responsible for General Data Protection Compliance.

## **Duties**

- To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- To monitor and balance the Council's accounts and prepare records for audit purposes, and VAT.
- To ensure that the Council's obligations to insure are properly met.
- To prepare, in consultation with the Chairman, Vice Chairman and where appropriate other Councillors, the agendas for meetings of the Council and its subgroups/committees; to attend such meetings and prepare minutes for approval.
- 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. To issue correspondence as a result of the instructions of the Chairman, Vice Chairman or the known policy of the Council.
- 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 to ensure payment is received.
- 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.
- To ensure that all planning applications relevant to the Parish are sent out to the Parish Council members in a timely manner and that all enforcement request forms are sent through the clerk for a record to be kept of such.
- 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 the likely effects of specific courses of action.
- To supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate, suggest modifications.

- To act as a representative of the Council as required.
- To issue notices and prepare agendas and minutes for the annual Parish meeting, attend the annual Parish Meeting and to implement the decisions made at the assemblies.
- To attend all meetings of the Council and all meetings of its committees.
- Keep General Data Protection Compliance Records.
- To help ensure the Council plays a significant role in improving the social, Economic and environmental well-being of the Parish of Perranuthnoe and, in doing so, support effective liaison with key partners including Cornwall Council, other local Councils, regional organisations, the local business community, the Police, the Voluntary sector and other agencies.
- To help ensure the Council plays a key role in the West Penwith Community Network Forum in order to benefit communities in the Parish of Perranuthnoe
- Access and apply for any appropriate funding available to the Parish Council.
- Carry out monthly checks on or (/monitor if subcontracted) all council owned/run assets and keep the corresponding Risk Assessment documents updated. Bring to the attention of the council matters highlighted in need of action.
- Together with a nominated Councillor, deal with the tendering process for work to be carried out for the council, identify appropriate contractors and ensure work is carried out to satisfactory standard and within timescale set out.
- Check on work carried out by all contractors that work has been done to a satisfactory standard before recommending payment of invoices.
- Undertake the reading of utility meters for supplies to council operated premises.
- Empty donation boxes and bank the contents thereof.
- Monitor, review and update the Perranuthnoe Parish Council Policies, Standing Orders and Cllrs Declaration of interest forms.

- Manage the Perranuthnoe Parish Council website and keep the Parish notice boards up to date.
- Together with the Chairman and representatives from other organisations attend official engagements as necessary
- **Any other duties commensurate with the grading of the post, as agreed by the Council.**

### **Responsible Financial Officer**

#### **Overall Responsibilities – RFO**

Under section 151 of the Local Government Act, a council must appoint a Responsible Financial Officer (RFO). The responsibilities of the RFO include advising the Council on its financial position and key controls to secure sound financial management.

#### **Duties**

- Prepare financial reports to the Finance Committee, and/or Council. Reports to cover budget monitoring, fund balances, receipts to date, payroll summary, payment of accounts, and on the relevant current matters.
- Prepare draft estimates. When approved by the Council to form annual budget, monitor and report regularly during the year.
- Prepare and submit the precept to the Council.
- Ensure that all money due to the Council is billed and collected promptly. Enter regularly (daily if necessary) all money received and expended by the Council
- Identify the duties of all individuals dealing with financial transactions and ensure, as far as possible, the division of responsibilities of those officers in relation to significant transactions. In other words ensure that there is as much internal checking as possible in a small authority.

- Manage cash flow and control of transfers and investments, including control of cheques.
- Overall management of payroll. Ensure prompt payment of tax and national insurance to HMRC.
- Overall responsibility for submission of quarterly VAT returns and dealing with VAT inspections etc.
- Review verifications and code (where necessary) suppliers' invoices, prior to certification for payment.
- Ensure that the Internal Auditor has access to all necessary paperwork at least twice a year and that the internal auditor presents reports to the Council.
- Prepare, balance and sign final accounts in accordance with the statutory guidance published *in Governance and Accountability – A Practitioners Guide – 2017 Edition*.
- Produce accounts and records for external audit in accordance with the statutory guidance published *in Governance and Accountability – A Practitioners Guide – 2017 Edition*.
- Ensure Internal Auditor completes and signs the appropriate section of the Annual Return.

