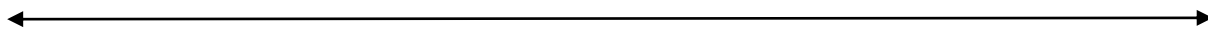




## **JOB DESCRIPTION**

### **Parish Clerk & Responsible Finance Officer (Post FPC 001)**

<b>Job Grade:</b>	<b>SCP Range: 42 – 45, LC3 Above Substantive</b>
<b>Contracted Hours:</b>	<b>37 hours per week – incl. meetings</b>
<b>Contracted Days:</b>	<b>Monday to Friday inclusive (some evening meetings required)</b>
<b>Responsible To:</b>	<b>The Council via the Fawley PC Chair</b>
<b>Based At:</b>	<b>Gang Warily Recreation &amp; Community Centre</b>
<b>Car User:</b>	<b>Casual User Only</b>
<b>Job Description Date:</b>	<b>September 2021</b>
<b>Annual Leave:</b>	<b>TBA</b>
<b>Politically Restricted Post?</b>	<b>Yes – Due to seniority and role</b>
<b>Enhanced CRB Check?</b>	<b>Yes</b>



#### **Main Purpose of Role:**

To work with and support the Council in achieving its stated aims and objectives.

#### **Overall Responsibilities:**

The Parish Clerk & RFO is 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 and strategies 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.

### **Specific Responsibilities:**

1. As the Parish Council's adviser in all matters, provide the necessary information for effective decision making.
2. Implement all decisions of the Council in a timely, efficient, and structured manner.
3. Effectively manage and record the Council's asset base.
4. To ensure that legal, statutory, and other provisions governing or affecting the running of the Council are observed.
5. To ensure that the Council always has an approved, up to date, regularly reviewed Risk Register, Risk Management Plan, Risk Assessments and Health and Safety Plan recommending updates or changes as required.
6. To lead in preparing agendas for meetings of the Council committees; to attend such meetings and prepare minutes for approval and publication, in consultation with appropriate Councillors.
7. To prepare in consultation with appropriate Councillors, agendas for Working Groups of the Council; to attend such meetings and contribute as agreed and required and prepare notes for approval and distribution.
8. To ensure a working knowledge is maintained of all new statutory instruments, changes to legislation and codes of practice, and to maintain an awareness of best practice within the sector.
9. To lead, as appropriate, on the monitoring, management, and preparation of Council contracts.
10. To lead, as appropriate, on the monitoring, management and preparation of tender documents relating to project work.
11. To advise Councillors on suggestions and proposals put forward for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
12. To monitor and implement and ensure adherence to the adopted policies of the Council, including the suite of Standing Orders, to ensure they are achieving the desired result and where appropriate suggest modifications.
13. To receive and issue correspondence and documents on behalf of the Council and to deal with this, bringing such items to the attention of the Council as required.
14. To be responsible for assisting the Councillors in preparing the Council's Strategic Plan and implementation of any Corporate and/or Strategic Plans adopted by FPC and then keep regularly reviewed.
15. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
16. To act as a representative of the Council as required.
17. To issue notices and prepare agendas and minutes for the Annual Parish meeting and to implement outcomes.
18. To prepare in consultation with the Chair of the Council, press releases about the activities and, or decisions of the Council.
19. To attend training courses on the work and role of the Clerk as required by the Council.
20. To attend the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies as a representative of the Council as required, and subject to Council agreement.
21. To supervise all and any Council driven work carried out in the Parish area, including project work.
22. To be responsible for, managing, monitoring, and updating in a timely manner the Council's social media presence and website.
23. To identify new and innovative ways of working to ensure the PC is as effective and efficient as possible in meeting its obligations and requirements.
24. To ensure that there is always an adopted Emergency Planning & Business Continuity Plan in place.

## **Personnel Management:**

1. Be responsible for the management, supervision, and control of all staff in keeping with the adopted policies of the Council.
2. To ensure that all staff are employed regarding employment law and good employment practices.
3. To ensure the effective delegation and allocation of responsibilities and activities to any staff
4. To review the performance of staff at regular intervals, ensuring appropriate training and updating of skills to match the responsibilities and duties in light of annual appraisals
5. To ensure principles of equality and diversity are embraced.

## **Responsible Finance Officer: (ASSUMING THE CLERK IS ALSO THE RFO)**

1. To be the Council's Proper Officer and RFO.
2. To manage and regularly monitor any staff reports responsible for any elements of the financial management processes of the Council to ensure all financial arrangements and requirements of the Council are up to date and under control.
3. To ensure all deadlines are met and accurately manage the monthly pay-run, completing all PAYE and NI requirements on-line and issuing P60's, including arranging all required payments are made to the Pensions Authority as required.
4. Monitoring and balancing the Council's accounts, preparing records for internal and external audit purposes.
5. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are settled in a timely manner.
6. To issue invoices on behalf of the Council for goods and services to ensure payment is received without undue delays.
7. To prepare end of year documentation and financial statements in line with government / professional guidance.
8. To ensure all monies received by the Council are banked regularly, as soon as possible after receipt.
9. To manage cash flow and control investments and bank transfers where necessary.
10. To oversee the preparation and submission of VAT returns as and if required.
11. To complete monthly bank reconciliations for presentation to the Council.
12. Ensure the Council's grant arrangements are suitably managed, organising and monitoring the applications from outside organisations for Council consideration.
13. To monitor compliance with the Council's adopted Financial Regulations and to ensure correct financial management systems are always in place.
14. To ensure suitable arrangements are in place to manage FPC's s106 and CIL income.
15. To ensure that the Council's obligations to insure are properly met, including advising the Council on all self-insuring options.
16. Liaise with, work alongside, and prepare any documents or processes as required or requested by the Internal or External Auditor.
17. To complete the financial end of year accounts in accordance with legislation.
18. To prepare draft budget estimates for Council consideration, advise on Precept requirements and options, identify and advise on earmarked reserve levels required, advise on reserve levels generally.
19. To submit to the relevant principal authority requests for Precept.

**Civic and Community:**

1. To establish and maintain good working relationships with Councillors, employees, voluntary groups, churches, community organisations, local authorities, and other relevant agencies.
2. To meet with members of the public and other organisations as required to discuss community issues, answer questions, and respond to complaints or pass on to relevant agencies.
3. To actively foster and develop relationships with third party organisations of all types, other tiers of local government, neighbouring Councils, and the voluntary sector to enhance Fawley as a positive place to live, work and visit.
4. To act as a representative of the Council, at meetings with key stakeholders and positively promote the Council within the local community to ensure its continued presence in local affairs.
5. To assist with or entertain VIPs, visitors, and guests to the Council in support of the Councillors.
6. To attend meetings of outside organisations or ensure suitable representation when necessary, as required by the Council.
7. To attend Parish Council events as required.

**General Duties:**

1. To deal with visitors to the Council office if required.
2. To ensure the efficient running of the Council offices, reviewing and monitoring systems, processes and procedures and updating where appropriate to ensure best practices are exercised and maintained.
3. To ensure that the Council offices project and always portray a professional image.
4. To ensure that the Council always complies with all aspects of Data Protection and the GDPR legislation requirements.

**Personal Duties:**

1. To have due regard for your own health and safety and that of any colleagues who may be employed and the general public, and to bring to the attention of the Council without delay any matters which may be prejudicial to health and safety best practices and policies.
2. To treat all colleagues, Councillors, partners, and members of the public with respect and equality

**Note:** This job description outlines the main duties and responsibilities of the post and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exhaustive as there may be other duties and responsibilities associated with and covered by the grading of this post.

## **FAWLEY PARISH COUNCIL PERSON SPECIFICATION – PARISH CLERK & RFO**

### **EXPERIENCE – ESSENTIAL**

- Working in a management role within Local Government.

### **EXPERIENCE – DESIRABLE**

- Experience of managing a team of staff.
- Experience of managing a budget around or exceeding £1m p/a.
- Experience of working within Local Government at the Local Council level.
- Experience of a range of Local Council software packages.

### **KNOWLEDGE – ESSENTIAL**

- Current and detailed knowledge of the policies and practices of Local Councils.
- Good understanding of the various Data Protection and GDPR Acts.
- Knowledge of working in a strategic manner.
- A working understanding of how financial management within the Parish sector works.

### **KNOWLEDGE – DESIRABLE**

- Knowledge of the principles of how Local Government more widely works.
- A basic understanding of Planning law and legislation.

### **SKILLS REQUIRED – ESSENTIAL**

- Excellent communication skills in all forms.
- Accurate record keeping and organisational skills along with a strongly developed working ethic.
- Strong IT skills.
- Excellent people management skills.

### **QUALIFICATIONS – ESSENTIAL**

- Good standard of general education, at least to A Level.
- A minimum of CiLCA or a willingness to obtain within an agreed timeframe.

### **QUALIFICATIONS – DESIRABLE**

- First Aid certificate.
- A general management qualification of some form.

### **ATTRIBUTES – ESSENTIAL**

- Emotional resilience.
- Good, clear communicator.
- Desire for continuous improvement.
- A friendly, approachable, courteous, and polite disposition.
- A smart, professional appearance.

### **ABILITIES – ESSENTIAL**

- Ability to work in a pressurised and target driven environment.
- Ability to manage and deal with a wide range of differing personalities.