

**STANTON PARISH COUNCIL
JOB DESCRIPTION
CLERK TO THE COUNCIL**

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.

Governance

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- To ensure that the Council's obligations for Risk Assessment are properly met.
- 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.
- 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.
- To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.

Finance

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

- 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.

Meetings

- To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
- To attend all meetings of the Council and all meetings of its committees and subcommittees.
- To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council

Cemeteries

- To act as the cemetery officer and manage all administration, records, and bookings for burials, cremated remains, and memorials, ensuring compliance with legal regulations. Duties include liaising with funeral directors, maintaining accurate burial registers, overseeing maintenance contractors, and ensuring safe, respectful site management. The Scribe Cemeteries system is used.

Allotments

- To manage the allotment site by maintaining waiting lists, issuing tenancy agreements, inspecting plots, and handling rent collection. To act as the primary contact for tenants, ensure compliance with council policies, and address disputes. Key tasks include site maintenance coordination, undertaking 3 inspections per year (with councillors), issuing eviction notices when necessary, and invoicing. The Scribe Allotments system is used.

Maintenance & Contracts

- The procurement and oversight of contractors to ensure community assets are maintained to a high standard, as mandated by the council. The clerk acts as the primary liaison between the council and contractors, ensuring compliance with service level agreements (SLAs), health and safety regulations, and financial regulations.

HR

- 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 the management of salaries, conditions of employment and work of other staff.

Personal Development

- To attend training courses or seminars on the work and role of the Clerk as required 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.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

Communications

- 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 instructions of, or the known policy of the Council.

RESPONSIBLE FINANCIAL OFFICER

A Responsible Financial Officer (R.F.O) must be appointed by all Local Councils under section 151 of the Local Government Act 1972.

The Duties of the R.F.O;

- Prepare financial reports to Council. Reports to cover budget monitoring, bank balances, receipts to date, payroll summary, payment of accounts, and on the relevant current matters.
- Prepare draft estimates. When approved by Council to form annual budget, monitor during year and report thereon.
- Submit precept application to District Council.
- Enter regularly (daily if necessary) all money received and expended by the Council.
- Ensure that all money due to the Council is billed (where appropriate) promptly, and in all cases is collected promptly.
- 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. 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.
- To maintain administrative control of banking arrangements, including direct debits, standing orders and cheques ensuring that the necessary authority is in place to approve payments by BACS.
- Payroll is contracted out to SALC Payroll Team. To advise of any monthly changes to staff pay as necessary. To ensure that the quarterly direct debit payment to HMRC is deducted as appropriate.
- 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 year end and that the internal auditor presents a report to the Council. Ensure Internal Auditor completes and signs the appropriate section of the Annual Return

- Prepare and balance final accounts in accordance with the most recent Audit and Accounts Regulations (including any updates)
- Produce accounts and records for external audit in accordance with the most recent Audit and Account Regulations.
- Monitor compliance with the Council's Financial Regulations and ensure correct financial systems in place.
- Manage the Insurance Risk and process claims as necessary.
- Maintain Council's Register of Property and Assets.

PERSON SPECIFICATION

Position: Clerk (and Responsible Financial Officer) to the Council

	Essential	Desirable
Qualification / training	<ul style="list-style-type: none"> • Must undertake all necessary training. 	<ul style="list-style-type: none"> • Certificate in Local Council Administration (CiLCA) • Local Policy Qualifications
Experience		<ul style="list-style-type: none"> • Membership of, or Officer to, a Parish Council. • Knowledge of relevant Acts of Parliament
Skills	<ul style="list-style-type: none"> • IT skills especially word processing • Oral communication • Writing letters and reports • Dealing with public 	<ul style="list-style-type: none"> • Ability to keep simple accounting records • Minute taking experience.
Personal qualities	<ul style="list-style-type: none"> • Effective time management as a lone worker 	<ul style="list-style-type: none"> • Can work on own initiative
General	<ul style="list-style-type: none"> • Ability to attend evening meetings in Stanton 	
Leadership / Management	<ul style="list-style-type: none"> • Ability to direct and supervise a small team of employees 	<ul style="list-style-type: none"> • Experience in supervising / leading a small team of employees