

HUSBANDS BOSWORTH PARISH COUNCIL

Job Description

As Clerk to the Council

- To ensure that the Council's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
- To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
- To ensure that the Council's Standing Orders and Financial Regulations are correctly observed and implemented.
- To be the Council's principal adviser on policy matters.
- To be responsible for ensuring that the instructions of the Council are carried out and to produce all the information required for making effective decisions

Key Duties and Responsibilities

To run the Council's Parish Office, including attendance at agreed times, undertaking the business of the Council and being available to discuss Parish Council business with parishioners and other relevant parties.

To ensure that statutory and other provisions and notices governing or affecting the running of the Council are observed and to advise the Councillors on all meeting procedures and regulations.

To be the Council's principal adviser on all policy issues

To keep up to date with changes in legislation and forthcoming changes and advise the Council accordingly ensuring that all Council policies and procedures meet statutory requirements.

To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council in accordance with statutory requirements and prepare minutes for approval, other than where such duties have been delegated.

To ensure that all meetings of the Council and all meetings of its Committees are clerked.

To receive and conduct all necessary and appropriate correspondence and documents on behalf of the Council as a result of the instructions, or the known policy of, the Council or, when appropriate, bring relevant items to the attention of the Council.

To sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc on behalf of the Council.

To act as the nominated data controller for the Council.

To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

To issue notices and prepare agendas and minutes for the Annual Meeting, attend the Annual Meeting and to implement the decisions made by the Council.

To develop effective liaison and an effective working partnership with other relevant Borough and County Councils, other public authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council plays a full and effective role in issues affecting the area.

To improve, develop and up-date the Council's website husbandsbosworthpc.org.uk

To have an understanding of planning and development issues as they affect the Council area, in particular the Local Development Plan and advise Councillors accordingly.

To ensure that the Council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.

To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.

To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

As Responsible Financial Officer

- To be responsible as the Council's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council.
- To act as the principal adviser on financial matters and be responsible for the careful administration of the Council's finances.

Key Duties and Responsibilities

To carry out all the functions required by law of a local authority's Responsible Financial Officer and in particular ensure that Financial Regulations are correctly observed, implemented and recommend revisions where necessary.

To ensure that the Council's finances are effectively managed and monitored and to advise the Council on its financial forward plan, strategy and policies.

To prepare the annual budget and precept proposals to Committees and the Council and to ensure the statutory External Audit requirements are completed each year

To ensure the Council's budget is prepared and balanced, accounts raised, invoices paid and ensure appropriate records for audit purposes and VAT are in place.

To ensure that the Council's obligations for financial risk assessment are properly met.

To report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.

To ensure that: -

- all necessary activities in connection with the management and payment of salary and expenses are administered accurately and legally
- all payments made to the Council are recorded, any necessary receipts issued, all cash and cheques received banked and all associated records kept and any queries are investigated
- all relevant rents or charges are collected for relevant Council services and facilities
- all necessary Revenue and Customs, VAT returns are dispatched on time
- records, returns and public notices for the annual audit are prepared and the necessary public notices displayed
- appropriate financial IT systems are in place and operated securely

To ensure that adequate financial security and internal financial and accounting controls are in place and periodically reviewed and the accounting records of the Council are maintained and kept up to date in accordance with proper practices.

To work closely with internal and external audit to ensure compliance with Financial Regulations and Standing Orders and recommend any necessary amendments to the Council.

To ensure that appropriate and adequate insurances are maintained.

To advise the Council on and assist in the raising of funds by way of grants and sponsorship etc.