

## Riston Parish Council

### JOB DESCRIPTION

<b>Job Title: Clerk and Responsible Financial Officer</b>	
	<b>Main Responsibilities:</b>
<b>1</b>	To carry out all of the functions conferred on the Proper Officer by statute or otherwise.
<b>2</b>	To be responsible for ensuring that the statutory and other provisions governing the administration of the Council and its affairs are complied with.
<b>3</b>	To prepare the agendas for meetings of the Council and its committees, and any Annual Parish meetings, and to attend such meetings and prepare the minutes of such meetings.
<b>4</b>	To receive correspondence and documents on behalf of the Council and deal with such or bring such items to the attention of the Council. The Clerk will issue correspondence as a result of the instructions of, or the known policy of, the Council.
<b>5</b>	To study reports and other data on the activities of the Council and on matters bearing to those activities. Where appropriate, to seek advice from ERNLLCA, Officers of the Principal Authority, other specialists in particular fields or any other source the Clerk or the Council is of the opinion is appropriate.
<b>6</b>	The Clerk will be responsible for ensuring that all decisions of the Council, its committees and sub-committees are carried out accurately and as promptly as possible.
<b>7</b>	If so required by Council, or on his/her own initiative, to review and report on the policies of the Council and how effectively they are being implemented, having regard to value for money and benefit to the community.
<b>8</b>	If so required by the Council, the Clerk will act as a representative of the Council at conferences, meetings, public enquiries and other similar events.
<b>9</b>	To be responsible for preparing and keeping up-to-date a register of the Council's assets and property, ensuring that the property is regularly inspected and maintained and ensuring that it is covered by adequate insurance.
<b>10</b>	If so required by the Council, the Clerk will attend such professional development events as are relevant to the own responsibilities of the Clerk of the Council. In the normal course of events, the cost of training courses will be paid for by the Council.
<b>11</b>	If so required by the Council, the Clerk will prepare and issue information about the activities of the Council to the press and other media organisations. The Clerk will keep a register of all press releases given to the media.
<b>12</b>	To receive all information as may be required of members in respect of the Code of Conduct.
<b>13</b>	To carry out functions arising out of authorities devolved to the Clerk.

<b>14</b>	<p>To fulfil the role of Responsible Financial Officer which will include the following:</p> <ul style="list-style-type: none"> <li>● To prepare financial reports for the appropriate committee, and/or the Council to cover budget monitoring, fund balances, receipts to date, payroll summary, payment of accounts and other relevant current matters.</li> <li>● To prepare draft estimates for approval.</li> <li>● To submit the precept to the billing authority and supply any breakdown requested.</li> <li>● To bank regularly all money received by the council.</li> <li>● To ensure that all money due to the council is billed and collected promptly.</li> <li>● To manage cash flow and control investments and bank transfers.</li> <li>● To control payments.</li> <li>● To manage an appropriate accounting system.</li> <li>● To handle the overall management of payroll and payments made to HMRC and any other parties.</li> <li>● To make regular, and at least quarterly VAT returns and to deal with VAT inspections.</li> <li>● To prepare and balance final accounts in accordance with the regulations and Council requirements.</li> <li>● To produce accounts and records for internal and external audit in accordance with regulations.</li> <li>● To monitor compliance with the council's financial regulations.</li> <li>● To manage insurance risk. To process claims as necessary. To report annually to the council on insurance risk.</li> <li>● To maintain the Council's register of property and assets.</li> </ul>
<b>15</b>	To prepare timely information for submission to the Newsletter.
<b>16</b>	To coordinate the Parish Emergency Plan, ensuring contact lists are maintained.
<b>17</b>	To liaise with the Community Payback scheme regarding the use of “volunteers” to carry out minor items of work in the Village. Ensure that adequate supervision is given to the offender.
<b>18</b>	To be responsible for populating our financial system (Scribe) and the Council's website with statutory information (training will be provided)
<b>19</b>	To research and lead on Grant applications for the benefit of parishioners
<b>20</b>	To liaise with the Principal Authority and its agent on grass cutting, hedge trimming and the general upkeep of the Parish
<b>21</b>	To have supervisory responsibility for the Council's Caretaker
<p><b>Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties that reasonably correspond to the general character of their post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment. The Council may require the post holder to undertake a check under the Disclosure and Barring Service where contact with vulnerable people may occur.</b></p>	

<b>Prepared by: Cllr Mazen Khuri - Chair, Personnel Committee</b>	<b>Date: 14/09/2024</b>
<b>Agreed by: Riston Parish Council</b>	<b>Date: 02/10/2024</b>
<b>Received by Post-holder:</b>	<b>Date:</b>