

Sunninghill & Ascot Parish Council

Job Description: Parish Clerk and Responsible Financial Officer

Overall duties

The Clerk to the Council is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions of a local authority's Proper Officer, guiding and assisting the Council in the fulfilment of its legal and financial obligations and undertaking the specific responsibilities contained in the Council's Financial Regulations and policies.

Key Responsibilities

The Clerk:

- Is the Responsible Financial Officer (RFO), shall act in line with the requirements of Section 151 of the Local Government Act 1972. As such the Clerk is accountable for all financial records of the Council and the proper administration of its finances.
- Is accountable to Council for the effective management of all its assets, staff and other resources and shall act within the prescribed scheme for delegations or specific authorities given from time to time, and within policy and budget constraints.
- Carries out such other responsibilities and functions as required by the Council.
- Ensures that all legal, legislative, statutory and other provisions governing or affecting the running of the Council are observed, including, but not limited to Health and Safety and employment legislation, the Council's standing orders, policies and procedures.
- Promotes good communications and relationships with the community and other stakeholders.
- Is expected to understand the issues facing Parish Councils and the environment within which the Council operates.

Specific Requirements

Administration

Ensure that all activities undertaken by the Council are administered diligently and in an effective and cost effective way.

General

- Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format.
- Coordinate the preparation and updating of Standing Orders, Financial Regulations, policies and procedures and ensure their implementation.

- Review and make proposals for improving the service provided by the Council, submit to the full Council for consideration, and implement those approved.
- Advise and assist Councillors in the execution of their public duties.
- Draft responses to third party consultation exercises.
- Ensure the Council's Community events are properly coordinated and represent the Council as required e.g. Sunninghill Victorian Street Fayre and Party in the Park.

Meeting Management

Manage Parish Council, Committee and other Parish meetings.

- Give all statutory notices of meetings.
- Prepare meeting agendas in consultation with appropriate Councillors.
- Take and circulate formal Minutes of meetings and ensure that any actions are taken in a timely manner.
- Work collaboratively with the Chairs and Vice Chairs of all relevant committees in the oversight of those elements of the Council's business.

Staff Management

Oversee all aspects of the recruitment and management of staff, including

- Ensure staff appointments are agreed with F&P and are in line with current legislation.
- Staff performance is monitored, and appropriate training and development is provided in line with Council policy.
- Ensure staff and contractors adhere to all H&S, Equal opportunities, other legislative and statutory requirements and Council procedures.
- Maintain staff records, including staff hours, leave etc. for approval by line manager.

Asset Management

- Maintain and enhance all the Council's assets, including parks, play and sports facilities, allotment, cemetery and buildings and ensure they are safe places.

Financial management

The Clerk is the RFO and shall discharge the financial management in a diligent manner, and in accordance with the relevant statutory requirements and the Council's financial procedures.

- Develop and propose financial budgets for Council and its committees. Review income and expenditure against budgets and prepare financial statements as required.
- Ensure accurate financial records are kept, internal checking regimes are established and all necessary records and documents are submitted to the Council's appointed auditor and auditor approval is secured.
- Ensure all financial transactions for goods and services are procured on advantageous terms, and that all accounts are settled within due timescales.
- Ensure the proper care and security of all cash, monies and investments of the Council
- Ensure the proper care of the Council's assets and secure adequate insurances.
- Pay salaries and associated costs.

Communications

Ensure the council maintains effective communications and good relationships with staff, Councillors, our community and other parties.

- Promote the role of the Council in the Community and act as the representative or spokesperson of the Council as required.
- Manage the Parish Council's notice boards, website and social media activities and ensure they are accurate and up to date.
- Work cooperatively with the media to promote a positive public perception of the Council.
- Monitor outcomes from Press Releases and media/social media to ensure that the Council's legal responsibilities have been adhered to, the reputation of the Council is protected, and that there is consistency of style including branding.
- Receive correspondence and documents on behalf of the Council and, following known policy of the Council and in liaison with appropriate Councillors, respond on behalf of the Council.
- Attend, as a representative of the Council, the conferences of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies as required by the Council.