

## **ROLE DESCRIPTION**

Job Title:	Parish Clerk & Responsible Financial Officer (RFO)
Location:	Crich Parish Council Office, Glebe Field Centre, Crich
Hours:	23 hours per week
Pay:	LC2 points 24 – 28, starting at 24 points - £14.90 per hour
Responsible to:	Full Council
Reporting to:	Parish Council Chair, on daily basis

### **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 Clerk 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.

### **Specific Responsibilities**

As Clerk:

- To provide advice and guidance to the Council and Councillors.
- To implement Council decisions and obligations.
- To act as representative of the Council as required.
- Ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- Monitor Council Policies and prepare Policies for review and adoption.
- Ensure that the Council is properly insured.
- Ensure that the Council meets Health and Safety requirements.
- Attend monthly meetings of the Council.
- To attend quarterly Finance Committee and Staffing Sub-Committee Meetings and any other meetings as required.
- Prepare Agendas and produce accurate Minutes of meetings.
- Manage the contracts entered into by Council.
- Manage the Allotments, Burial Ground and maintenance of the Recreation Ground.
- Management of the maintenance of Fritchley Drying Ground, the Jubilee area, the troughs and seating on Crich Market Place, and any other areas or items owned by the Parish Council.

- Manage the Winter Service provision (grit bins).
- Organising the installation and lights of the large Christmas tree in Crich Market Place.
- Management and care of the Parish Council Office, furniture and equipment, records including electronic, and ledgers and Parish Store Room
- Maintaining and up-dating the parish noticeboards.
- Management of Defibrillators x 3.
- Manage the Parish Council website.
- Every two years – H&S tree inspection, report and action/s resulting.
- To be responsible as an officer and employee under the Health and Safety at Work Act for his/her safety at work and to take reasonable care for his/her health and safety at work and that of other persons who may be affected by his/her act or omissions at work.
- To monitor and maintain GDPR data compliance.
- Social media as agreed and instructed by Council.

As Responsible Financial Officer (RFO):

- To implement the Council's Financial Regulations.
- To provide advice and guidance to the Finance Committee and Council.
- To implement Finance Committee's and Council's decisions and obligations.
- To act as representative of the Council as required.
- Financial records including banking on-line, bank statements, invoices, payments and records of income.
- Monthly expenditure against budgets.
- Ensure that payment of salaries, invoices and liabilities to HMRC are calculated and made correctly, in conjunction with Council's payroll service provider.
- Preparing draft annual budgets and advice, and submit Precept claim when agreed.
- Preparing End of Year Accounts.
- Liaise with internal and external auditors, and preparation/submission of Annual Governance and Accountability Return (AGAR).
- Maintain the Council's Asset Register.

For both roles:

- To complete any other duties as required by the Council commensurate with the post.