

DEPUTY PARISH CLERK/RFO – FULL JOB DESCRIPTION

Job Title: Deputy Parish Clerk and RFO

Reports to (line manager): Parish Clerk and RFO

Accountable to: The Council

Key accountabilities: To assist in all matters relating to the efficient management of the Parish Council, including all Council staff, property and resources, but with specific responsibility for two of the key Council Committees.

Job Purpose

The Parish Clerk and RFO to the Council is accountable to the Council for the effective management of its resources, including the administration of its finances. The **Deputy Parish Clerk/ RFO** will assist the Proper Officer (PO) and RFO of the Council in undertaking those responsibilities and, as such, is also under a statutory duty to carry out all functions and in particular to serve or issue all the notifications required by law of a local council's Proper Officer.

The overall purpose of this role is to assist in ensuring that the Council is run and operates in line with relevant laws and statutory obligations. As such, the role mirrors much of the accountabilities, duties and responsibilities of the Parish Clerk/RFO, *as laid out below in italics.*

Key Accountabilities

- 1. To ensure that the Council's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.*
- 2. To carry out all the functions required by law of a local council's Proper Officer in a timely manner and to issue all statutory notifications.*
- 3. To ensure that the Council's Standing Orders are properly observed and implemented.*
- 4. To manage the Council's employees effectively.*
- 5. To be the Council's principal adviser on policy and service delivery matters.*
- 6. To be responsible for ensuring compliance with all aspects of Health and Safety legislation.*
- 7. To be responsible for ensuring that the reasonable instructions of the Council in connection with its function as a Local Council are carried out, to produce all the information reasonably required for making effective decisions and to implement constructively all decisions.*

Key Duties and Responsibilities

Leadership and staff management

- 1. To provide a positive role model for employees, to inspire them to promote the Council and to uphold the good reputation of the Council within the wider community.*
- 2. To arrange and/or undertake staff annual performance appraisals.*
- 3. To undertake necessary activities in connection with the management of salaries, conditions of employment and work of other staff.*
- 4. To apply the principles of equality and equal opportunities as embodied in the Council's policies and practices in order to promote equality of opportunity and treatment and the appropriate attitude and behaviour for all employees.*

Statutory and policies

- 1. 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.*
- 2. To be the Council's principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.*

3. *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.*
4. *To prepare and publish, in consultation with appropriate Members of the Council, agendas for meetings of the Council and Council Committees and the Annual Meeting in accordance with all statutory requirements and prepare minutes for approval.*
5. *To ensure that all meetings of the Council and all meetings of its Committees and Sub-Committees are clerked, attending personally other than where such duties have been given to the Assistant Clerk, and to maintain Councillor attendance records.*
6. *To implement the decisions made by the Council.*
7. *To receive and conduct all necessary and appropriate correspondence and documents on behalf of the Council as a result of the decisions or the known policy of the Council and when appropriate, bring relevant items to the attention of the Council.*
8. *To head the Council's paid service and manage all other members of staff in keeping with the policies of the Council and employment law and to ensure they perform to expected standards.*
9. *To be responsible for the management, maintenance and use of all the Council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.*
10. *To take appropriate action to ensure that all Council elections and co-options are arranged and held successfully.*
11. *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.*
12. *To implement the Council's key objectives, policies and protocols to guide its work and help the Council to allocate resources effectively. In addition, to monitor the implemented policies to ensure they are achieving the desired result and where appropriate suggest modifications.*

Responsible Financial Officer

1. *To provide general advice as appropriate on the budget preparation process, the presentation of budget estimates and precept proposals to Committees and the Council and ensure that the statutory External Audit requirements are completed each year.*
2. *To ensure that the Council's budget is prepared and balanced, accounts raised and invoices paid, and to prepare records for audit and VAT purposes.*
3. *To act as the Council's principal adviser on financial matters and to be responsible for the careful administration of the Council's finances.*
4. *To carry out all the functions required by law of a local authority's Responsible Financial Officer and in particular ensure that the Council's Financial Regulations are correctly observed, implemented, and regularly reviewed, and recommend revisions where necessary.*
5. *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.*
6. *To advise on, prepare, and present the annual estimates of income and expenditure for revenue services, the capital budget programme and annual precept requirements to Committees and the Council.*
7. *To monitor and manage the Council's budget expenditure and income and provide Council and Committees with a regular statement of income and expenditure under each heading in the approved annual revenue and capital budgets.*
8. *To ensure that the Council's obligations for financial risk assessment are properly met.*

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

10. To ensure that:

- a. all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally
- b. 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 and resolved
- c. invoices are prepared and issued promptly on behalf of the Council for goods and services supplied and to ensure payment is received
- d. all necessary records in connection with the above are properly maintained
- e. all necessary administration and banking procedures are arranged to ensure that all full and part time staff wages and salaries are paid
- f. petty cash is operated correctly and all associated records are accurately maintained
- g. all relevant rents or charges are collected for relevant Council services and facilities
- h. all necessary HM Revenue and Customs, VAT, SSP and pension financial returns and/or payments (including RTI submissions) are completed and dispatched on time
- i. records, returns and public notices for the annual audit are prepared and the necessary public notices displayed
- j. appropriate financial and other IT systems are in place and operated securely

11. To monitor and ensure that the Council's accounts are balanced and that the Council is informed of the ongoing financial situation.

12. 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.

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

14. To ensure that all surplus Council funds are invested securely and to maximise income.

Press, public relations & liaison and other partnerships

1. To maintain effective and positive press and public relations and publish press releases about the activities and decisions of the Council in consultation with Council and Committee Chairpersons and Vice Chairpersons.
2. To develop effective liaison and an effective working partnership with other Councils and public authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council has the opportunity to play a full and effective role in issues affecting the area.
3. To work to improve, develop maintain and up-date the Council's website and look to develop the use of social media.
4. To maintain an understanding of planning and development issues as they affect the Council area, in particular the Local Development Plan or Core Strategy, the Local Strategic Partnership and the Emergency Plan, and advise Councillors accordingly.
5. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks and other relevant bodies, as a representative of the Council as required.

Continuous professional and personal development

1. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.

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

Other

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

2. To work towards the achievement of the Certificate in Local Council Administration (if not already gained) as a minimum requirement for effectiveness in the role.

PERSON SPECIFICATION

Job Title: Deputy Parish Clerk & Deputy RFO

Reports to (line manager): The Parish Clerk & RFO

Accountable to: The Parish Council

Key accountabilities: To assist in all matters relating to the efficient management of the Parish Council, including all Council staff, property and resources

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<u>Education/Qualifications</u>	<p>Good general education, including five GCSE's with English and Maths at Grade C or above (or equivalent)</p> <p>A recognised qualification in local government administration or the commitment to study and obtain the ILCA qualification <u>within the six months probationary period</u> and the Certificate in Local Council Administration (CiLCA) within thirty months of appointment</p>	Educated to A Level standard or higher
<u>Experience/Understanding</u>	<p>Understanding of local government, particularly parish councils and the environment in which they operate</p> <p>Experience in local government</p> <p>Servicing meetings and taking accurate minutes</p> <p>Line management experience</p> <p>Experience of dealing with members of the public</p> <p>Understanding of basic accounting processes</p> <p>Experience of providing financial support including bookkeeping, budget setting and financial control</p>	<p>A minimum of three years' experience working for a parish council</p> <p>Good working knowledge of:</p> <p>Employment practice and legislation</p> <p>Health and Safety law</p> <p>Procedures relating to local councils, including in relation to the planning process</p> <p>Managing contracts</p>
<u>Skills/Aptitude</u>	<p>Excellent communication skills, both written and oral</p> <p>Excellent IT skills, including use of Microsoft Outlook, Word and Excel</p> <p>Excellent customer care skills</p> <p>Excellent administrative and organisational skills</p> <p>Ability to provide sound and impartial advice to councillors</p> <p>Ability to form and maintain sound working relationships with key internal and external stakeholders</p>	<p>Website development and maintenance skills</p> <p>Understanding of health & safety, public liability, data protection, equalities and freedom of information legislation</p> <p>Experience of Scribe Local Council Accounts application, payroll, other risk and staff management applications</p>

<u>Other/Personal Qualities</u>	Ability to work effectively and efficiently under pressure and unsupervised Trustworthy with confidential information Self-motivated and flexible attitude to work Willingness to attend evening meetings Community minded Access to, or use of, a car and a current full British driving licence	Willingness to undertake appropriate training and keep knowledge up to date Knowledge and understanding of the local area
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Essential

Education/Qualifications

Good general education, including GCSE's in English and Maths at Grade C or above (or equivalent)

A recognised qualification in local government administration or commitment to study and obtain the ILCA qualification within the six months probationary period and the Certificate in Local Council Administration (CiLCA) within 2 ½ years of appointment

Experience/Understanding

Understanding of local government, particularly parish councils and the environment in which they operate

Experience in local government,

Servicing meetings and taking accurate minutes

Line management experience

Experience of dealing with members of the public

Understanding of basic

Good working knowledge

of:

- Employment practice and legislation
- Health and Safety law
- Procedures relating to local councils, including in relation to the planning process

Managing contracts

accounting processes

Experience of providing financial support including bookkeeping, budget setting and financial control

Skills/Aptitude

Excellent communication skills, both written and oral

Excellent IT skills, including use of Microsoft Outlook, Word and Excel

Excellent customer care skills

Excellent administrative and organisational skills

Ability to provide sound and impartial advice to councillors

Ability to form and maintain sound working relationships with key internal and external stakeholders

Website development and maintenance skills

Understanding of health & safety, public liability, data protection, equalities and freedom of information legislation

Other

Personal Qualities