



DODINGTON PARISH COUNCIL CLERK TO THE COUNCIL / RFO – JOB DESCRIPTION

Overall Responsibilities

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, 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 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 Council's activities and, in particular, to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and all governance matters and will report to them as and when required. The Clerk will be the Responsible Financial Officer with responsibility for all financial records of the Council and administration of its finances.

Specific Responsibilities

(a) General

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure that the Council's obligations for risk assessment and health and safety are properly met.
3. To prepare, in consultation with appropriate members, agendas for meetings of the Council, its Committees and Sub-Committees. To attend such meetings and prepare accurate minutes for approval (other than where such duties have been delegated to another Officer).
4. To receive correspondence and documents on behalf of the Council and to bring such items to the attention of the Council, its Committees and Sub-Committees, individual Councillors and other local community representatives/organisations as appropriate.
5. To deal with correspondence, to prepare summaries of larger (consultation) documents as required and to recommend on courses of action to, or to act on the instructions of, the Council.
6. To ensure all burial records and documentation are maintained.
7. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.

8. To draw up both on their own initiative, and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
9. To supervise other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To act as the representative of the Council as required.
12. To oversee the Annual Summer Playscheme.
13. To maintain the Council's website / social media pages.
14. To maximise use of the Multi Use Games Area and the football pitches at QEII Playing Fields.
15. To maximise use of the Parish Hall / meeting rooms.
16. To manage the Parish Hall on a day-to-day basis and undertake any necessary activities in connection with its efficient running.
17. To ensure notices and invitations are issued, and prepare agendas and minutes, for the Annual Parish Meeting (before 31 May each year). To attend such meeting.
18. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council - including the Council's Annual Newsletter.
19. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
20. To ensure that the Council's Standing Orders are reviewed every year.
21. To carry out any other tasks as required by the Council in the proper and legal conduct of its business.

(b) Financial (as Responsible Financial Officer)

22. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To ensure invoices are issued on behalf of the Council for goods and services and to ensure payment is received promptly.
23. To ensure the monitoring and balancing of the Council's accounts and prepare annual records for audit purposes.
24. To liaise with internal and external auditors to enable them to perform their tasks, ensuring that up to date, accurate records are available for inspection.
25. To ensure that VAT records are maintained accurately and claims for refund are submitted promptly on a quarterly basis.

26. To manage the payments of salaries, wages and pensions, ensuring PAYE and National Insurance deductions and maintenance of all relevant records.
27. To manage the banking arrangements and investments, ensuring monthly bank reconciliations, and regulating cash flow, making transfers between accounts and actioning investments.
28. To maintain and monitor the Assets Register, ensuring that it is reviewed annually.
29. To maintain and monitor the Risk Assessment Register, ensuring that it is reviewed annually.
30. To maintain and monitor the Insurance Schedule to ensure adequate insurance cover is in place.
31. To prepare draft annual budgets (and objectives) for each Committee and a total budget for approval by the Council by the end of the calendar year.
32. To precept funds annually from South Gloucestershire Council.
33. To prepare analysis sheets for budget expenditure and fund balances to be monitored by each Committee and the Council on a regular basis.
34. To manage the Council's grant applications and payment thereof. To research grants funding available, submit applications and complete monitoring reports as required.
35. To monitor the implemented financial policies, act in accord with the delegated financial powers and ensure the Council's Financial Regulations are reviewed every year.