

JOB DESCRIPTION – CLERK/RESPONSIBLE FINANCIAL OFFICER TO THE COUNCIL

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 also be the Responsible Financial Officer, responsible for all financial records of the Council and the careful administration of its finances. 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 person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.

Specific Responsibilities

- 1) To ensure that statutory and other provisions governing or affecting the running of the Council are observed, including Data Protection, Section 6 Biodiversity and Resilience of Ecosystems Duty, Independent Remuneration Panel for Wales requirements, Code of Conduct and Standing Orders; to monitor and maintain the Council's website, ensuring all required information is shown thereon.
- 2) To monitor and balance the Council's accounts (keeping the Cashbook up to date and reconciling the Council's bank statements accordingly); to implement PAYE for the Clerk/RFO's salary (four quarterly "Full Payment Submissions" and eight monthly "Period of No Payment Submissions" per year) and complete the PAYE End of Year; to prepare records for both internal and external audit purposes; to prepare records for the reclaiming of VAT from HMRC; to prepare an Annual Budget for approval by Council in order to establish the amount for the Annual Precept and subsequently apply for the Precept within the required timescale.
- 3) To prepare full agendas for meetings of the Council and any Committees; to prepare public agendas for said meetings and post copies of them on community notice-boards and also on the Council's website; to attend all said meetings; to prepare Draft Minutes of the meetings and put them on the Council's website prior to approval by Council; to implement the decisions made at the meetings that are agreed by the Council.
- 4) To update the Council's Minute Book with the approved minutes; to add the approved minutes to the website ensuring they are in Accessible mode (in line with the Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018).
- 5) To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.

- 6) To ensure that the Council's obligations for risk assessment are properly met.
- 7) To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
- 8) To draw up both on his/her 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 act as the representative of the Council as required.
- 10) To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- 11) To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council (CILCA is the industry standard).
- 12) To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- 13) To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council by taking up membership of your professional body The Society of Local Council Clerks and attending Society of Local Council Clerks Powys Branch meetings.
- 14) To attend the Conference of the Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
- 15) The Clerk/RFO would need to check if he/she needs to enrol with the Pensions Regulator. If he/she does need to enrol then the following will apply: he/she will have to research and find a suitable Pension Scheme; get the Council's approval for it; implement and run it.