HELMDON PARISH COUNCIL

JOB DESCRIPTION

Job Title:	**Clerk to the Council**
Employer:	Helmdon Parish Council
Responsible to:	Full Council
Managed by:	The Chair of Helmdon Parish Council
Base:	Working from home
Employment status:	Part-time (11 hours per week) including some evening work. The Clerk to allocate timing of hours worked according to the needs of the Council
Salary scale:	LC2, SCP 18,: refer to the clerk's contract of employment for any additional salary point calculations and premiums

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 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 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 its resources and will report to them as and when required.

The Clerk will be the Responsible Financial Officer and responsible for the financial records of the Council and the careful administration of its finances.

Key Duties and Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.

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 ensure that the Council's obligations for Risk Assessment are properly met

4. To prepare, in conjunction with appropriate members of the Council, agendas for meetings of the Council, the Annual Parish Meeting, and Committees in accordance with all statutory requirements.

5. To attend the above meetings (Planning Committee at the Clerk's discretion) and prepare minutes for approval and ensure their publication on the council's website.

6. To attend meetings, when time constraints allow, of specific Working Party Groups and to produce a short summary of key points and actions afterwards .

7. To receive correspondence and documents on behalf of the Council, to deal with the correspondence or documents and to bring such items to the attention of the Council. To issue correspondence promptly as a result of instructions of, or the known policy of, the Council.

8. To sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc on behalf of the Council.

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 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 the practicality and likely effects of specific courses of action.

11. To monitor the implemented policies of the Council to ensure that they are achieving the desired result and where appropriate suggest modifications.

12. To act as the official representative of the Council at meetings of other relevant organisations as required. This includes being the Parish Council's nominated HS2 Liaison Representative.

13. To develop effective liaison and an effective working partnership with other relevant public authorities, statutory and voluntary bodies and other agencies as the Council's representative, to ensure that the Council plays a full and effective role in issues affecting the area.

14. To prepare, in consultation with the Chair or other nominated councillors, any press releases about the activities of, or decisions of, the Council.

15. To be responsible for the Council's website and Social Media Channels in conjunction with the nominated webmaster and social media Councillor.

16. To have an understanding of planning and development issues as they affect the Council area.

17. To act as Allotment Manager.

18. To ensure that the Council's obligations for 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.

19. To manage the arrangements to comply data protection regulations.

20. To be the principal adviser to the Council on matters of ceremony, civic protocol, and develop relevant cultural, community and commercial links.

21. To obtain the Certificate in Local Council Administration (if not already gained) as a minimum requirement for effectiveness in the role

22. To attend training courses or seminars on the work and role of the Clerk as required by the Council. Out of pocket expenses such as reimbursement for the cost of meals as well as travelling expenses should be claimed for.

23. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. Strongly recommended is membership of the professional body, The Society of Local Council Clerks.

24. Attendance at relevant sector seminars and conferences is strongly encouraged.

25. As the Council's Responsible Financial Officer to be responsible for all financial procedures and records, and the careful administration of its finances, in compliance with all statutory obligations or other laws, provisions and notices governing or affecting the running of the Council including. In particular:

(a) being responsible as and carry out all the functions required by law of the Council's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the Council;
(b) acting as the Council's principal adviser on financial matters, and to be responsible for the careful administration of the Council's finances, and the proper application and maintenance of the Council's Standing Orders and Financial Regulations;
(c) ensuring that the Council's finances are effectively managed and monitored, and to advise the Council on its financial forward plan, strategy and policies;
(d) advising the Council and its Committees on and prepare the annual budget estimates of income and expenditure and annual Precept requirements;
(e) monitoring and managing the Council's budget expenditure and income, and to provide the Council and Committees with a regular statement of income and expenditure under each heading in the approved annual revenue and capital budgets;
(f) ensuring that all statutory internal and external audit requirements are undertaken and completed each year, and any consequential action taken;
(g) issuing and reporting on invoices for goods and services to be paid for by the Council, and to ensure such accounts are met and that: -
    - all payments made to the Council are recorded, any necessary receipts issued, all cash and cheques received banked, all associated records kept and any queries are investigated
    - invoices are prepared and issued on behalf of the Council for goods and services to ensure payment is received
    - all necessary records in connection with the above are maintained
    - all relevant charges are collected for relevant Council services and facilities
    - all necessary Revenue and Customs, VAT and pension financial returns and/or payments are completed and dispatched on time
    - records, returns and public notices for the annual audit are prepared and the

necessary public notices displayed
- appropriate financial IT systems are in place and operated securely;

(h) monitoring and ensuring that the Council's accounts are controlled, and the Council informed of the ongoing financial situation;
(i) ensuring all necessary records are prepared for audit and VAT purposes;
(j) ensuring that the Council's obligations for financial risk management, including risk assessments, are properly met and where necessary risks are properly insured;
(k) ensuring 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;
(l) ensuring that an annual equipment inventory and asset register are in place;
(m) advising the Council on and assist in the raising of funds by way of grants and sponsorship etc by following the necessary consultations and processes;
(n) ensuring that investment and reserves policies are followed.

26. To meet the following <u>minimum</u> quality standards:

(a) Agendas, and Minutes to be distributed electronically at least 3 clear days before the following meeting.
(b) The bulk of accompanying papers are to be normally distributed electronically two clear working days before meetings.
(c) Draft Parish Council Minutes, Finance Committee Minutes and Planning Committee Minutes to be distributed electronically to appropriate Members of the Council for review as soon as possible after the meeting.
(d) where possible invoices for payment to be set up for BACS authorisation within 4 calendar days of the Council meeting at which they have been approved.
(e) correspondence to be effected normally within 5 calendar days of the Council meeting.
(f) the Asset Register to be updated as necessary, at least annually reviewed.
(g) actual Spend against Budget Report to be presented to the Finance Committee at least quarterly.

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

July 2026 : effective

Approved xx Minute Reference: