

Clerk to the Council and Responsible Financial Officer

Job description

The role is part time at 13 hours per week, mainly working from home. The working hours are flexible but you must be able to attend evening meetings of the Council held at 7:30pm on the second Monday of each month in Lapworth Village Hall. The Council comprises 9 elected members and its annual income for 2024/25 (Precept) is £28,095

Annual salary is paid in accordance with the National Association of Local Councils and Society of Local Council (NALC/SLCC) pay scales.

Specific duties relating to the Role of Clerk to the Council:

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To advise the Council on all meeting procedures and regulations and to be responsible for the proper application of the Council's Standing Orders.
3. To ensure that the Council's obligations for risk assessment and management are properly met.
4. To prepare, in consultation with the appropriate Members of the Council, agendas for all meetings of the Council in accordance with all statutory requirements.
5. To attend all meetings of the council and prepare minutes for approval.
6. To receive and deal with any correspondence and documents in accordance with the Council's procedures.
7. To manage Council contracts and retender as necessary.
8. To respond to consultations, including planning applications on behalf of the Council.
9. To study reports and other data on activities of the Council. Where appropriate, to allocate reports to members of the council for scrutiny, and to produce reports for circulation and discussion by the council.
10. To advise on the practicality and likely effects of specific courses of action proposed by the Council.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired results and, where appropriate, suggest modifications.
12. To act as the official representative of the Council at meetings of other organisations when required.
13. To work on all ongoing parish Council projects.
14. To ensure the casual vacancy process is followed when a Councillor vacancy arises and to support the Council during Local Elections.
15. To manage and update the Parish council website and to provide a monthly report for the Parish Magazine
16. To ensure that the Council's obligations for insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.
17. To issue notices and prepare agendas and minutes for the Annual Parish Assembly.
18. To prepare, in consultation with the chairman, newsletter, press releases about the activities or decisions of the Council.
19. To attend training courses or seminars on the work and role of the Clerk and the Council's activities as required by the Council.
20. To work towards the achievement of the status of being a CiLCA (or equivalent) qualified clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.

21. To manage the arrangements to comply with the Data Protection Act 2018 and the General Data Protection Regulations 2018.
22. To keep up to date with changes in legislation and advise the Council accordingly, ensuring that all Council policies and procedures meet statutory requirements.
23. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

Specific duties relating to the Role of the Responsible Finance Officer

As the Council's Responsible Finance Officer, to be responsible for all financial procedures and records, and the careful administration of the Council's finances, in compliance with all statutory obligations or other laws including:

1. To advise the Council on financial matters and to be responsible for the proper application of the Council's Financial Regulations.
2. To provide advice to the Council on the budget preparation process and to submit the agreed Precept Demand to Warwick District Council within the required timelines.
3. To ensure that effective financial security and internal financial controls are in place and periodically reviewed.
4. To ensure that the Council's accounting records are maintained and kept up to date in accordance with Proper Practices.
5. To ensure that all statutory Internal and External Audit requirements are undertaken, and any consequential action taken.
6. To keep accurate VAT records and to submit VAT126 claims in a timely manner.
7. To report on invoices for goods and services to be paid for by the Council and to ensure that correct payments are made in a timely manner.
8. To monitor and manage the Council's budgeted expenditure/income and to provide the Council with a regular Financial Statement.
9. To advise the Council on its Financial Reserves management.
10. To ensure bank reconciliations and all payments are reported and recorded in the Minutes.
11. To manage the Council's banking procedures.
12. To ensure that all rents or charges are collected for relevant Council services and facilities.
13. To ensure that the Council's obligations for financial risk management including risk assessments are properly met and where necessary risks are properly insured.
14. To maintain the Council's Asset Register.
15. To ensure that all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally, including PAYE deductions and pension contributions.