



KNIVETON PARISH COUNCIL

JOB DESCRIPTION

PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER

Overall responsibilities

1. The Parish Clerk 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.
2. The Parish Clerk is responsible for ensuring that the instructions and decisions of the Council are implemented.
3. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.
4. The Parish Clerk will advise the Council on, and assist in the formation of its policies, priorities and projects. The post-holder will produce all the necessary relevant information to assist the Council in reaching its decisions.
5. The Parish Clerk is accountable to the Council for the effective management of its resources and is responsible for the Council's budget.
6. The Parish Clerk is responsible for the security of personal information held by the Council and to comply with the Data Protection and Freedom of Information legislation

Specific Responsibilities

1. The Parish Clerk is responsible for monitoring and balancing the Council's accounts; prepare budget monitoring reports; reclaim VAT from, and pay any National Insurance or other payments to, HMRC and prepare all records and documents for audit purposes.
2. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met and to periodically review all services and contracts to ensure that the Council is receiving "best value."
3. To pay and where required issue invoices on behalf of the Council for goods and services and to ensure payment is received.
4. The Parish Council will ensure that the Council's obligations for Risk Assessment and its insurance and assets are properly met and annually reviewed
5. The Parish Clerk is responsible for ensuring that Council business is effectively managed with Members and officers upholding a high standard of conduct and ensuring all decisions of the Council are taken in accordance with the law and within the Council's powers.

6. The Parish Clerk will work with other statutory and voluntary groups/organisations to deliver high quality services to the Parish of Kniveton, to promote the Parish and improve the local area.
7. To ensure that the legal, statutory and other provisions governing or affecting the running of the Council are observed.
8. To ensure the Council's insurance obligations are properly met.
9. To prepare agendas for meetings of the Council and the Joint Playing Field Committee, and attend such meetings, give advice as appropriate and prepare the minutes thereof in a timely manner.
10. To receive all incoming mail, electronic mail, and telephone calls on behalf of the Council and respond and report to the Council as appropriate.
11. To study and prepare reports for the Council, Joint Playing Field Committee on matters affecting or likely to affect the policies or role of the Council.
12. To issue notices and prepare agendas and minutes for the Council's Annual Meeting and the Annual Parish Meeting and to implement the decisions made at these two meetings.
13. To communicate information about the activities and decisions of the Council and ensure the Council's website is relevant and up to date.
14. To ensure that all Declarations of Councillors' Interests, Acceptances of Office, and the Code of Conduct are available to and completed by Councillors and to initiate and/or where appropriate arrange/facilitate the filling of any Councillor vacancies on the Council

TERMS

- The role is part time working an average of 4.5 hours per week depending upon the needs of the Council so flexibility is required
- Attendance at Parish Council meetings is required, please note the meetings take place in the evening
- The role is home based and a home working allowance is payable.
- Salary is on LC2 (18-23) Local Government pay scale: Between £25,415 - £28,226 per annum; (£13.21 - £14.67 per hour (pro rata)
- 25 days holiday per annum pro rata to hours worked plus bank holidays
- Local Government contributory pension scheme membership available