



# Pulborough Parish Council

Swan View, Lower Street, Pulborough, West Sussex RH20 2BF

Telephone: 01798 873532

Email: Reception@pulboroughparishcouncil.gov.uk

www.pulboroughparishcouncil.gov.uk

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## **JOB DESCRIPTION FOR A CLERK AND RESPONSIBLE FINANCE OFFICER PULBOROUGH PARISH COUNCIL**

### **Overall Responsibilities.**

The Clerk and Responsible Finance Officer (the Clerk) to the Council will be the Proper Officer of the Pulborough Parish Council (the Council) and as such the Clerk is under a statutory duty (as required by the Local Government Act 1972) to carry out all the functions, and 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 Council 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 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. The Clerk will be responsible, as Responsible Financial Officer, for all the financial records of the Council and the careful administration of its finances and the annual Audit of the accounts. The Clerk will act within the scheme of delegation and the appropriate policy and budget constraints.

The Clerk will report to the Chairman of the Council.

### **This post requires:**

- Excellent administrative and organisational skills;
- Experience of financial record keeping / bookkeeping;
- Good IT skills; and
- Sound written and verbal communication skills online, on the telephone and face to face.

### **Specific Responsibilities:**

1. To ensure that legal, statutory, and other provisions governing or affecting the running of the Council are observed.
2. The Clerk shall accurately record all aspects of the Council's finances as prescribed by the Council's Financial Regulations including:
  - manage, maintain and update the Council's accounting IT system;
  - contact with the Council's bank;
  - preparing cheques/BACs transfers for signature/approval;
  - Annually submit records to HM Customs & Revenue to reclaim VAT on behalf of the Council.
  - presenting statements/bank reconciliations at every meeting; and
  - ensuring that all monies paid out on the Council's behalf are proposed, seconded, and unanimously agreed at every meeting of the Council.
3. Ensure both annual and interim internal audits are undertaken and that any recommendations are brought to the attention to the Council with recommendations to implement suggested internal audit findings.
4. Prepare records for the annual External Audit and inspection by the Internal Auditor before submitting to the External Auditor and advertise all stages of the annual Audit.
5. To ensure that the Council's obligations in respect of insurance are met.



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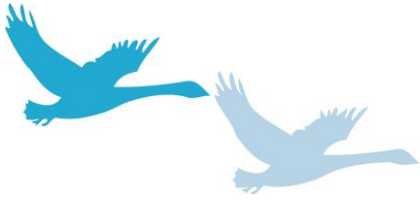
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6. To manage, maintain and update the SPC Resilience Plan.
7. The Clerk is accountable for the management, letting, upkeep and protection of all buildings, equipment, recreation, allotments, trees, street scene and other facilities/property owned by the Council.
8. The Clerk is responsible for all employment matters for all Council personnel including recruitment, allocation of duties, staff appraisal, management and staff development. The Clerk has the authority to select, appoint/dismiss and train staff within the limits of the agreed grade and organisation structure subject to budget limits. The Clerk shall also be responsible for dealing with any disciplinary or welfare matters which might arise within the Council's agreed procedures. The Clerk is responsible for implementing the necessary Health and Safety legislation.
9. The Clerk will manage and prepare the monthly Council employee payroll for the necessary approval. This will include all appropriate National Insurance, Income Tax, Pension and other relevant personnel costs.
10. To prepare, in consultation with the Chairman, agendas and reports for meetings of the Council, to attend such meetings and prepare minutes for distribution to councillors within an agreed timescale.
11. To receive correspondence and documents on behalf of the Council and respond as appropriate. Where decisions are required, to bring such items to the attention of the Council and respond as a result of the instructions of, or the known policy of, the Council.
12. To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
13. Arrange and keep records of all transactions conducted on behalf of the Council in respect of work or services provided and ensure they are completed to the full satisfaction of the Council. To issue invoices on behalf of the Council for goods and services and ensure payment is received.
14. To study reports and other data on activities of the Council and other relevant matters. Where appropriate discuss such matters with administrators or specialists in particular fields.
15. To provide councillors with full information on all proposals for consideration by the Council and to see on practicability and the likely effects of specific courses of action.
16. Ensure that the Council always acts in accordance with local authority procedures and provide information, if required, on points of law.
17. To act as a representative of the Council as required.
18. To issue notices and prepare agendas and minutes for the Annual Parish and Annual SPC AGMs ensuring that the correct procedures are followed for the election of officers to the Council.
19. To deal with all matters concerning planning and keep accurate records of every application presented to the Council.
20. To ensure that the Council's obligations for Risk Assessment are properly met.
21. On behalf of the Council, provide the point of contact for the various local authorities, residents of the parish and other members of the public and respond either by letter, telephone, or email. This also includes keeping the notice boards up to date.
22. The Clerk is responsible for advertising all elections (including co-option). In respect of parish council elections, the Clerk should ensure that the correct procedures are followed, and appropriate paperwork completed as required by law.
23. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council. The Clerk will also draft, for approval by the Chairman, a monthly article for the local newsletter.
24. To attend training courses on the work and role of the Clerk as required by the Council depending on previous experience.
25. The Clerk will maintain, update, and manage the SPC website. This will include the timely posting of agenda, minutes, and reports. News updates, as approved by the Chairman, will also be posted in a timely manner.



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26. To attend the Conference of WSALC Ltd and other relevant bodies, as a representative of the Council as required.