



Aldworth Parish Council

JOB DESCRIPTION FOR THE CLERK

The **Clerk** is employed by Aldworth Parish Council (under section 112 (1) of the Local Government Act 1972) as its Proper Officer and has a Statutory duty to fulfil that role. The Clerk's primary responsibility is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with these duties, the Clerk may be asked to research topics of concern to the Council and provide unbiased information to help the Council to make appropriate informed choices. The Clerk must recognise that the Council is responsible for all decisions and that he or she takes instructions from the Council as a corporate body.

Responsibilities of the Clerk

Legal & Statutory Responsibilities including H&S, GDPR, FOI, Code of Conduct and Policies:

- ✓ To ensure that legal, statutory, and other provisions affecting the running of the Council are observed.
- ✓ To advise the Council on legal, personnel, planning and any other relevant matters.
- ✓ To manage the conditions of employment, and the work of all other Council staff. Specifically, to supervise the Groundskeeper and Occasional Groundskeeper at the Louie Memorial Playing Fields.
- ✓ To ensure the Council's obligations for Risk Assessment are properly met.
- ✓ To implement the Council's responsibilities under the General Data Protection Regulation (GDPR)
- ✓ To respond to the Council's Freedom of Information (FOI) requests.
- ✓ To monitor individual Councillors' adherence to the Council's Code of Conduct.
- ✓ To generally represent the Council and to undertake other appropriate work that the Council requires.
- ✓ To research, report and advise on the practicality and likely effects of specific courses of action being considered by the Council.
- ✓ To arrange the annual ROSPA safety inspection and other periodic safety checks of the play equipment.
- ✓ With the Chairman of the Parish Council, to monitor and review the adequacy of the Council's Standing Orders.
- ✓ To attend training courses on the work and role of the Clerk as required by the Council.

Administrative Responsibilities:

- ✓ To represent the Council's interests at meetings with other Local Authorities, public and private organisations.
- ✓ To arrange for the printing and issue of all statutory notices (e.g., elections, annual audit inspection).
- ✓ To prepare agendas and papers for all meetings of the Council and its Committees in liaison with the Chairman of the Council.
- ✓ To take minutes for all meetings of the Council and its Committees, generally held on Tuesday evenings.

- ✓ To have legal oversight of Council communications including website content
- ✓ To Minute the Annual Parish Meeting.
- ✓ To receive and action correspondence on behalf of the Council.
- ✓ To prepare and circulate press releases on the work and activities of Council.
- ✓ To monitor any lease or licence arrangements.
- ✓ To monitor the policies and procedures of the Council, to ensure they are up to date, fit for purpose, and implemented, and to draft new policies and procedures and additions and modifications to current ones as appropriate.
- ✓ To advise on training requirements and arrange training courses for Councillors.
- ✓ To attend meetings of the Society of Local Council Clerks and other relevant bodies.

JOB DESCRIPTION FOR RESPONSIBLE FINANCIAL OFFICER

The Responsible Financial Officer (RFO) is employed by the Council (under sections 112 (1) and 151 of the Local Government Act 1972) to administer the Council's financial affairs. The RFO represents the Council and provides advice on financial matters and produces financial reports and accounts in line with statutory requirements to keep Council fully informed of its financial position, including potential financial risks.

At Aldworth PC, the Clerk and the RFO are the same person.

Responsibilities of the Responsible Financial Officer (RFO)

Budgeting, annual accounts and the auditing process:

- ✓ To manage the budgeting and precept process, including:
- ✓ Produce a draft budget for the following year in consultation with the Council
- ✓ Present forecasts and reports to the council on a monthly basis
- ✓ Submit precept request to West Berkshire Council (WBC)
- ✓ To produce annual final accounts for the Council, including:
- ✓ statutory additional information requirements and financial breakdowns.
- ✓ the statutory Annual Return (AGAR).
- ✓ To provide required information for the Council's Independent Internal Auditor, to liaise with them throughout the Internal Audit process, and to ensure that the Council reviews and implements any recommended actions.
- ✓ To provide required information for the Council's Independent External Auditor, and to liaise with them throughout the External Audit process, including reporting the outcome of the External Audit to the Council.

Council assets, insurance, banking, payroll, and other financial matters:

- ✓ To manage the payroll accounts and records, including:
- ✓ Payment of Income Tax and National Insurance to HMRC.
- ✓ Payment of monthly sums due to the pension authority.
- ✓ To manage the Council's receipts and payment and bank accounts, including:
- ✓ Ensuring that all money due to the Council is billed, collected, and banked promptly.
- ✓ Managing cash flow, investments, and bank transfers.

- ✓ Claiming VAT under the local council scheme (VAT126)
- ✓ To manage the Council's financial regulations and systems, including periodic monitoring.
- ✓ To manage the Council's insurance risk, including annually reviewing the Council's insurance cover.
- ✓ To maintain the Council's Asset Register.