

# STANTON BY DALE PARISH COUNCIL

Clerk / RFO Information

Stanton-by-Dale is a vibrant community of just 500 people situated at the heart of the Erewash green belt.

The parish council comprises of five relatively new but very enthusiastic members who are dedicated to making a difference to their community while dealing with the many threats and challenges facing a picturesque rural village in the heart of the industrial Midlands.

Candidates must have good communication skills and can demonstrate that they can receive concerns and complaints from parishioners sympathetically. They must be able to work effectively with officers of both the district & county councils.

In addition, the clerk is responsible, along with councilors, for overseeing the management of any council property.

Candidates need to demonstrate that they can work effectively unsupervised. A laptop and printer will be provided for use by the clerk for parish council business, access to a landline/broadband is essential and an allowance is paid by the council for this.

# **Stanton by Dale Parish Council**

## **Position of Clerk / Responsible Financial Officer – Job Description**

### **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 serve or issue all the notifications required by law of a local authority's Proper Officer.

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

### **Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To deal with the day-to-day matters of the council as they arise in consultation with relevant councillors where appropriate.
3. To monitor and balance the Council's accounts and prepare records for audit purposes and to complete the VAT refund claim and any claims relating to refund of expenditure from the county and district councils.
4. To ensure that the Council's obligations for Risk Assessment are properly met.
5. To ensure that the council is always properly insured.
6. To prepare, in consultation with appropriate members, agendas for monthly meetings of the Council and Committees and to attend all such meetings and prepare minutes for prompt circulation to all councillors.
7. To oversee the bookings of venues for all council and committee meetings
8. To receive correspondence and documents on behalf of the Council and to deal promptly and efficiently with the correspondence or documents or bring such items promptly to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
9. To respond appropriately to issues and concerns of parishioners and inform councillors accordingly.
10. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue purchase orders and invoices on behalf of the Council for goods and services and to ensure payment is received.
11. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with appropriate councillors.
12. To keep safely and conveniently in secure; but accessible custody, all deeds, plans, records, letters and other documents of or concerning the council or its staff.
13. To draw up both on his/her own initiative and as a result of suggestions by Councillors' proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.

- 14.** To liaise with the Cleaner of the Village Hall as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of their salaries and conditions of employment.
- 15.** To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 16.** To act as the representative of the Council as required.
- 17.** To issue notices and prepare agendas and minutes for the Annual Parish Meeting: to attend this meeting and to implement the decisions agreed by the Council.
- 18.** To update the Parish Council Facebook page with relevant information
- 19.** To maintain the Parish Council website
- 20.** To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- 21.** To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- 22.** To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
- 23.** To carry out any other reasonable duties as required by the council following agreement of the clerk.

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