

**Job Title:** Clerk to the Council and Responsible Finance Officer

**Responsible to:** Warmington Parish Council.

**Responsible for:** All council staff, property and financial resources

**The Clerk to the Council 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.**

## **Job Purpose**

1. To ensure that the council's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
2. To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
3. To ensure that the council's Standing Orders and Financial Regulations are correctly observed and implemented.
4. To be responsible for ensuring that the instructions of the council in connection with its function as a Local Council are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.
5. To be responsible as the council's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the council.
6. To act as the principal adviser on financial matters and be responsible for the careful administration of the council's finances including budgets, income and expenditure, internal and external audit, AGAR preparation, banking, salaries and invoices

## **Key Duties and Responsibilities**

1. To ensure that statutory and other provisions and notices governing or affecting the running of the council are observed and to advise the councillors on all meeting procedures and regulations.
2. To be the council's principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.
3. To keep up to date with changes in legislation and forthcoming changes and advise the council accordingly ensuring that all council policies and procedures meet statutory requirements.
4. To prepare and publish, in consultation with appropriate members of the council, agendas for meetings of the council and committees in accordance with all statutory requirements and prepare minutes for approval.

## WARMINGTON PARISH COUNCIL

5. To ensure that all meetings of the council and all meetings of its committees, sub-committees and working parties are clerked where necessary, attending personally other than where such duties have been delegated to another officer or person, and to maintain councillor's attendance records.
6. To manage and administer all aspects of the council cemetery.
7. To receive and conduct all necessary and appropriate correspondence and documents on behalf of the council as a result of the instructions, or the known policy of, the council or, when appropriate, bring relevant items to the attention of the council.
8. To sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc on behalf of the council and to secure planning and other consents on behalf of the council as authorised.
9. To study reports and other data on activities of the council and on matters bearing on those activities and where appropriate, to discuss such matters with consultants and specialists in particular fields and to produce reports for circulation and discussion by the council.
10. To apply the principles of equality and equal opportunities as embodied in the council's policies and practices in order to promote equality of opportunity and treatment and the appropriate attitude and behavior for all employees.
11. To ensure that all documentation and online communication, including websites, complies with WCAG 2.1 requirements, especially agendas, minutes and reports, unless specifically impossible (e.g required by other legislation to be scanned copies).
12. To be responsible for the management, maintenance and use of all the council's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
13. To issue notices and prepare agendas and minutes for the Annual Meeting, attend the Annual Meeting and to implement the decisions made by the council.
14. To develop effective liaison and an effective working partnership with other relevant unitary, district, and county councils, other public authorities, statutory and voluntary bodies and other agencies as the council's representative, to ensure that the council plays a full and effective role in issues affecting the area.
15. To liaise with cleaning contractors/operatives and general contractors to ensure smooth running of council services.
16. To have an understanding of planning and development issues as they affect the council area, in particular the Local Development Plan, the Local Strategic Partnership and the Emergency Plan and advise councillors accordingly.
17. To take appropriate action to ensure that all council elections are arranged and held successfully.
18. To ensure that the council's obligations for financial risk assessment and insurance are properly met and that health and safety obligations under the Health and Safety at Work Act and other related legislation are met.
19. To ensure that adequate financial security and internal financial and accounting controls are in place and periodically reviewed and the accounting records of the council are maintained and kept up to date in accordance with proper practices.

## WARMINGTON PARISH COUNCIL

20. To advise the council on and assist in the raising of funds by way of grants and sponsorship etc.
21. To attend training courses or seminars on the work and role of the clerk and the council's activities as required by the council.
22. To work towards the achievement of Quality Award accreditation of the council and obtain the Certificate in Local Council Administration (if not already gained) as a minimum requirement for effectiveness in the role.
23. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the council
24. To attend the conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the council as required.
25. To undertake such other duties commensurate with the level of the post and job purpose as required by the council from time to time.