

NORTH HINKSEY PARISH COUNCIL

JOB DESCRIPTION FOR THE CLERK AND RESPONSIBLE FINANCIAL OFFICER

The **Clerk** is employed by North Hinksey Parish Council (NHPC) (under section 112 (1) of the Local Government Act 1972) to provide administrative support for the Council's activities. 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 they take instructions from the Council as a body.

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.

These roles may be held by one full-time employee (preferred), or alternatively by two part-time employees.

Responsibilities of the Clerk

1) 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 Caretaker at the Louie Memorial Pavilion and Playing Fields.
- 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 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, 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.

2) 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.
- To take minutes for all meetings of the Council and its Committees, generally held on Thursday evenings.
- To receive and action correspondence on behalf of the Council.
- To monitor any lease or licence arrangements.
- To monitor the core policies of the Council, to ensure they are implemented and to suggest modifications.
- To arrange training courses for Councillors.
- To attend meetings of the Society of Local Council Clerks and other relevant bodies.

3) Remembrance Day Service:

- To arrange the annual Remembrance Day Service in conjunction with the Remembrance Day Committee.
- Responsibilities include liaising with relevant organisations, media, and invited guests.

Responsible Financial Officer Responsibilities

1) 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 Committee chairmen.
 - Present forecasts and RFO's Report to the Council for approval.
 - Submit precept request to the Vale of White Horse District Council (VOWHDC).
- To produce annual final accounts for the Council, including:
 - statutory additional information requirements and financial breakdowns.
 - the statutory Annual Return (AGAR).

N.B. these tasks may be undertaken by an external accountancy firm depending on the RFO's qualifications.
- To provide required information for the Council's Independent Internal Auditor, to liaise with them during 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.

2) 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 payments system and bank accounts, including:
 - Ensuring that all money due to the Council is billed, collected, and banked promptly.
 - Managing cash flow, bank transfers, and prompt payment of invoices.
 - Claiming VAT under the local council scheme and dealing with VAT inspections.
- 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

Skills, Experience and Qualifications Required

Essential	Desirable
Proactive and self-motivated, with strong time-management skills	CiLCA qualification
Good written and oral communication skills, including experience of minute-taking	Degree qualification or equivalent professional experience
Computer literacy and experience including Word and Excel, plus financial / accounting systems	Experience of using Scribe accounting software
Working knowledge of receipts and payment bookkeeping	Experience of RFO role within a local council, including VAT reclaims and payroll administration
Able to handle confidential information	Experience of working in local government
Able to attend meetings that usually take place in the evenings but also during the day at times	