



Rampton and Woodbeck Parish Council

Clerk to the Council and Responsible Financial Officer

Job Description

Clerk and Responsible Financial Officer Responsibilities

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. The Clerk will be 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 Council's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

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

Rampton and Woodbeck Parish Council

Rampton and Woodbeck are two small, rural villages in north east Nottinghamshire with a joint population of 1,100. The Council has a full complement of 7 Councillors and a precept of circa £45,000. There is also a monthly lottery which the Council operates.

The Council employs two other members of staff, both of whom work part-time, the Village Warden and the Village Hall Warden. The Clerk will lead and support staff but first and foremost they should be prepared to work as a team.

The Council is also a trustee of two small, local charitable trusts. The Clerk will provide administrative support and ensure that charities obligations are fulfilled.

Assets

The Council and the charitable trusts own the following assets:

- Village Hall at Rampton
- Pinder Park containing play equipment and an adult gym
- Post Office building
- Land in the local area
- 2 Defibrillators
- 3 Noticeboards

Specific Responsibilities

1. To ensure that statutory and other provisions affecting the running of the Council are observed.
2. To fulfill all necessary activities in connection with the management of salaries, conditions of employment and work of staff.
3. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
4. To ensure that the Council's obligations for risk assessment, insurance, maintenance and management are properly met.
5. To prepare, in consultation with the Chairman, agendas for meetings of the Council and committees. To attend such meetings and prepare minutes for approval.
6. To attend all meetings of the Council and all meetings of its committees and sub-committees as required.
7. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents in accordance with the Council's procedures or to bring such items to the attention of the Council.
8. To manage the Council's website and social media
9. To order, receive and report on invoices for goods and services for the Council and to ensure such accounts are met. To issue invoices on behalf of the Council and to ensure payment is received.
10. To study reports and other data on activities of the Council. Where appropriate, to discuss such matters with specialists and to produce reports for circulation and discussion by the Council.
11. To draw up reports on his/her own initiative and as a result of suggestions by Councillors. To present these reports for consideration by the Council. To advise on the practicality and likely effects of specific courses of action.
12. To implement the policies of the Council and monitor to ensure they are achieving the desired results and, where appropriate, recommend changes.
13. To ensure the lawful running of the lottery and to oversee its operation
14. To promote the Village Hall and to receive, handle and invoice bookings, manage enquiries as well as liaising with the Village Hall Warden to ensure the smoothly operational running of the Village Hall
15. To act as the representative of the Council as and when required.

16. To issue notices and prepare agendas and minutes for the Annual Parish Meeting. To attend the Parish Meeting and to implement the decisions made at the Parish meeting, as agreed by the Council.
17. To prepare, in consultation with the Chairman, press releases about the activities or decisions of, the Council.
18. To attend training courses or seminars as required by the Council. This may include attendance at the Society of Local Council Clerks, Nottinghamshire Association of Local Councils and National Association of Local Councils events. Membership of the Society of Local Council Clerks will be covered by the Council.
19. If not already attained, to work towards the status of being a CiLCA qualified Clerk within 12 to 18 months. The CiLCA qualification is considered a minimum requirement for effectiveness in the position of Clerk to the Council.
20. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.