

COMPTON BISHOP PARISH COUNCIL

JOB DESCRIPTION CLERK/RFO TO THE COUNCIL

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 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 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 of the Clerk

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for risk assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees.
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents, or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. 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 invoices on behalf of the Council for goods and services and to ensure payment is received.
8. 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 administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
9. 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.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To act as the representative of the Council as required.
12. To issue notices and prepare agendas and minutes for the Annual Parish Meeting; to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.

13. To prepare, in consultation with the Chairman, press releases about the activities, or decisions, of the Council.
14. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
15. To hold or at least work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.

RESPONSIBLE FINANCE OFFICER

Specific Responsibilities of the RFO

1. To prepare financial reports of the Council covering budget monitoring, fund balances, receipts and payments to date, payment of accounts and other relevant current matters.
2. To prepare draft estimates which, when approved, will form the annual budget for the year, and to report thereon as necessary.
3. To submit the Precept to the District Council at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required.
4. To bank regularly (daily if necessary) all money received by the Council.
5. To ensure that all money due to the Council is billed and collected promptly.
6. To manage the cash flow and to control investments and bank transfers.
7. To control payments made by cheque and BACS (if adopted under Financial Regulations).
8. To take overall responsibility for the prompt submission of VAT Return Forms or repayment claims.
9. To verify, analyse for accounts purposes, and to authorise suppliers' invoices for recommendation for payment.
10. To prepare Financial Statements for each financial year for Councillors and the public.
11. To prepare the Accounts and the Annual Return for the Council each year and to submit them to Council for approval and to the external auditor when required.
12. To arrange for appropriate internal audit in accordance with proper practices and the Council's Financial Regulations.
13. To monitor compliance with the Council's Financial Regulations.
14. To manage the Risks faced by the Council and to seek quotes on such insurance as is required (in particular, Fidelity Guarantee), or is mandatory (Employer's Liability).
15. To maintain the Council's asset register.

ANNEX 1 - PART-TIME CLERKS - HOURLY RATES

Salary scales and hourly pay rates for **ALL** part-time clerks are calculated by **pro-rata** reference to the standard NJC working week for all local government staff of 37 hours. To calculate the hourly pay rate for part-time clerks paid between LC1 and LC4, divide the full-time annual salary by 52 weeks and then by 37 hours rounded to the 3rd decimal place. **For part-time clerks in LC1 and part LC2, for example, the hourly rates, payable from 1st January 2015 are:**

Scale LC1 and part LC2 (SCP - Spinal Column Point)

SCP 15	£8.613
SCP 16	£8.820
SCP 17	£9.029
SCP 18	£9.207
SCP 19	£9.551
SCP 20	£9.900
SCP 21	£10.261
SCP 22	£10.527
SCP 23	£10.836
SCP 24	£11.190
SCP 25	£11.545
SCP 26	£11.922
SCP 27	£12.317

SALARY RATES (BELOW LC Scale) (only applicable to staff other than the Clerk)

SCP	£	Hourly £p	SCP	£	Hourly £p
5	13,500	£7.017	10	14,338	£7.452
6	13,614	£7.076	11	15,207	£7.904
7	13,715	£7.128	12	15,523	£8.068
8	13,871	£7.209	13	15,941	£8.285
9	14,075	£7.315	14	16,231	£8.436

NALC and SLCC's joint briefing ref E02-14 confirms the salary for SCP5 from 1 October 2014. As shown above, this will increase on 1 January 2015. SCP5 will be deleted with effect from 1 October 2015. Therefore, employees on SCP5 shall progress to SCP6 on 1 October 2015.