



# ALDWICK PARISH COUNCIL

Aldwick Parish Offices, 88 Pryors Lane, Aldwick, West Sussex. PO21 4JF

Tel and FAX: 01243 263330 E-mail: clerk@aldwickparishcouncil.gov.uk

Chairman: Cllr Richard Gotheridge Clerk: Sue Batey Locum Clerk: Paul Richards

---

## **JOB DESCRIPTION FOR A PART TIME CLERK AND RESPONSIBLE FINANCE OFFICER**

### **TO ALDWICK PARISH COUNCIL (THE COUNCIL)**

#### **Overall Responsibilities**

The Clerk and Responsible Finance Officer (the Clerk) to the Council will be the Proper Officer of the Aldwick Parish Council (APC) and as such the Clerk is under a statutory duty to carry out all the functions, and 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 Council 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 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 responsible, as Responsible Financial Officer, for all the financial records of the Council and the careful administration of its finances and the annual Audit of the accounts.

#### **This post requires:**

- Excellent administrative and organisational skills;
- Experience of financial record keeping / bookkeeping;
- Good IT skills; and
- Sound written and verbal communication skills online, on the telephone and face to face.

#### **Specific Responsibilities:**

1. To ensure that legal, statutory, and other provisions governing or affecting the running of the Council are observed.
2. The Clerk shall accurately record all aspects of the Council's finances including:
  - manage, maintain and update the Council's Scribe accounting IT system;
  - contact with the Council's bank;
  - preparing cheques/BACs transfers for signature/approval;
  - presenting statements/bank reconciliations at every meeting; and
  - ensuring that all monies paid out on the Council's behalf are proposed, seconded, and unanimously agreed at every meeting of the Council.
3. Prepare records for the annual Audit and inspection by the Internal Auditor before submitting to the External Auditor and advertise all stages of the annual Audit.
4. Annually submit records to HM Customs & Revenue to reclaim VAT on behalf of the Council.
5. To ensure that the Council's obligations in respect of insurance are properly met.
6. To manage, maintain and update the APC Resilience Plan.
7. To prepare, in consultation with the Chairman, agendas for meetings of the Council, to attend such meetings and prepare minutes for distribution to councillors within an agreed timescale.
8. To receive correspondence and documents on behalf of the Council and respond as appropriate. Where decisions are required, to bring such items to the attention of the Council and respond as a result of the instructions of, or the known policy of, the Council.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. Arrange and keep records of all transactions conducted on behalf of the Council in respect of work or services provided and ensure they are completed to the full satisfaction of the Council. To issue invoices on behalf of the Council for goods and services and ensure payment is received.

11. To study reports and other data on activities of the Council and other relevant matters. Where appropriate discuss such matters with administrators or specialists in particular fields.
12. To provide councillors with full information on all proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
13. Ensure that the Council always acts in accordance with local authority procedures and provide information, if required, on points of law.
14. To act as a representative of the Council as required.
15. To issue notices and prepare agendas and minutes for the Annual Parish and Annual APC AGMs ensuring that the correct procedures are followed for the election of officers to the Council.
16. To deal with all matters concerning planning and keep accurate records of every application presented to the Council.
17. To ensure that the Council's obligations for Risk Assessment are properly met.
18. On behalf of the Council, provide the point of contact for the various local authorities, residents of the parish and other members of the public and respond either by letter, telephone, or email. This also includes keeping the notice boards up to date.
19. The Clerk is responsible for advertising all elections (including co-option). In respect of parish council elections, the Clerk should ensure that the correct procedures are followed, and appropriate paperwork completed as required by law.
20. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
21. To attend training courses on the work and role of the Clerk as required by the Council depending on previous experience.
22. The Clerk is responsible for making hall bookings for the meetings and notifying councillors of any changes to the dates booked.
23. The Clerk will maintain, update, and manage the APC website. This will include the timely posting of agenda, minutes, and reports. News updates, as approved by the Chairman, will also be posted in a timely manner.
24. To attend the Conference of WSALC Ltd and other relevant bodies, as a representative of the Council as required.
25. The Clerk will manage any office and ancillary staff in accordance APC's employment policies.