



Sway Parish Council

JOB DESCRIPTION: CLERK TO THE COUNCIL & RESPONSIBLE FINANCIAL OFFICER

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 term 'Proper Officer' is a title used in statute and refers to the appropriate officer for the relevant function. 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 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 also be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances. The post-holder will report to the Chair of Sway Parish Council, but will be expected to work very closely with other Councillors particularly the Chairs of Committees & Working Groups. He/she will be expected to manage their own workload within the working hours agreed.

Specific Responsibilities

A. General

- a. Ensure that the Council's statutory obligations for the proper management of all Health & Safety matters are met: including the review of Council's Health & Safety Policy, the preparation (and oversight) of Risk Assessments and the Inspection & Maintenance of Council owned assets, e.g. Children's Play Area and its tree stock, where necessary, for the safe management of Council's activities.
- b. To prepare, in consultation with appropriate members, agendas for meetings of the Council & its Committee(s). To attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another agreed person (draft within 5 working days after meeting).
- c. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents and to bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the policy of the Council.
- d. 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.
- e. To draw up 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.
- f. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- g. To act as the representative of the Council as required.

- h. To issue notices and prepare agenda and minutes for the Annual Parish Meeting: to arrange and attend the Annual Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
- i. Any other matter of Sway Parish Council business as required to ensure the proper function of the Council

B. Finance

- a. To keep the accounts according to Accounts & Audit Regulations.
- b. Provide monthly cash flows and reconciliations.
- c. Prepare annual budgets figures and monitor throughout the year.
- d. Complete Annual Accounts as soon after 1st April as possible.
- e. Liaise with Internal Auditor and report findings to Council.
- f. Prepare management accounting information.
- g. To receive and report on invoices for goods and services to be paid for by the Council, and to ensure such accounts are met.
- h. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- i. Managing contracts for services and supplies to the Council.
- j. Maintain list of suitable local contractors.
- k. Ensure the Council's VAT obligations are met.
- l. Research and bring forward opportunities to apply for grants to support programme aspirations.

C. Amenities

- a. Administration of Pitmore Lane allotments and other amenity sites.
- b. To prepare a monthly report for the Amenities Working Group using the agreed template.
- c. To act as the primary point of contact for the various user groups and making sure that relevant communications are forwarded promptly to the Amenities Working Group Chair and Vice Chair.
- d. To ensure that the required risk assessments and inspections are carried out and that the findings are documented, including the required actions and resolutions.
- e. To manage the pavilion on-line and off-line bookings, making sure the caretaker has access to the necessary information, e.g. diary update and that bookings are efficiently managed and invoiced.

D. Planning & Transport

- a. To prepare, in consultation with Chair of Planning & Transport, agenda for meetings of the Committee (normally 2nd Thursday of the month, 7pm to 9pm).
- b. Place notice of meeting on Village noticeboard.
- c. To attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another agreed person (draft within 5 working days after meeting).
- d. To note any Sway planning applications for outdoor advertisements, signs or Temporary Event Notices and add them to the next agenda if required.
- e. Preparing the Pavilion for the meeting, providing copies of the plans, name plates etc.
- f. Submitting the comments of the Council on planning applications to NFNPA by return deadlines.
- g. Replying to any Planning Inspectorate appeals – document is written by Chair in consultation with all members of the committee.
- h. Maintain Planning & Transport’s Terms of Reference as agreed by the Committee.
- i. Interaction with residents with issues on roads, hedges or ditches - to report them to HCC highways. Maintain an ongoing list of major issues and send them to HCC on a monthly basis.
- j. Responding to consultations from NFNPA – document is written by Chair in consultation with all members of the committee.
- k. Liaison with Friends of Sway Station, CANGO Governance Committee and / or Sway Community SpeedWatch.

E. Communications

- a. To work with the Information Working Group on the further development of the Council’s Web site, Twitter & Facebook accounts.
- b. To prepare, in consultation with the Chair, or other Councillor(s) as agreed by the Parish Council, press releases about the activities of, or decisions of, the Council.
- c. Liaison with NFNPA, Hampshire County Council, New Forest District Council, Society of Local Clerks and the local community as required.

F. Staff Management

- a. Manage their own work and that of the Caretaker, by agreeing job descriptions and annual work plans and contributing positively to reviews of performance.
- b. Work collaboratively with their nominated Line Manager (Chair/Vice Chair of Council) to draw up an annual work plan based on the job description. Monitor and report quarterly and hold an annual review.
- c. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
- d. To attend training courses or seminars on the work and role of the Clerk as required by the Council, including Finance & Staff Management.
- e. If the person appointed does not already have the Certificate in Local Administration (CILCA) qualification, to work towards the achievement of the status

of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.

- f. Maintain records of staff hours and to report to Line Manager any problems.
- g. Maintain records of staff leave and to report to Line Manager any problems.

Document created 15th February 2016