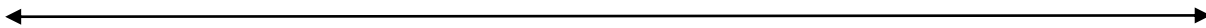


FRANKTON PARISH COUNCIL

Job Description

Parish Clerk and Responsible Finance Officer

Job Grade:	SCP 7, LC1 £13.26 per hour
Contracted Hours:	10 hours per month –(incl. attendance at meetings)
Responsible To:	Chair Frankton Parish Council
Based At:	Remote Working except evening meetings in BDF Village Hall
Job Description Date:	March 2025



Main Purpose of Role:

To work with and support the Council in achieving its aims and objectives.

Overall Responsibilities:

The Parish Clerk 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 totally 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.

Specific Responsibilities:

1. As the Parish Council's adviser in all matters, provide the necessary information for effective decision making.
2. Effectively manage and record the Council's asset base.
3. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
4. To ensure that the Council's obligations to insure are properly met.
5. To prepare in consultation with appropriate Councillors, agendas for meetings of the Council committees; to attend such meetings and prepare minutes for approval.
6. To receive and issue correspondence and documents on behalf of the Council and to deal with this, bringing such items to the attention of the Council as required.
7. To act as a representative of the Council as required.

8. To issue notices and prepare agendas and minutes for the Annual Parish meeting and to implement outcomes.
9. To attend training courses on the work and role of the Clerk as required by the Council.
10. To be responsible for, manage, monitor and update in a timely manner the Council's social media presence and website.
11. To be the first response to contact by the public with the Parish Council be that via letter, email, telephone or through social media
12. To ensure that the Council complies at all times with all aspects of Data Protection and the GDPR legislation requirements.

Responsible Finance Officer:

1. Monitoring and balancing the Council's accounts, preparing records for internal and external audit purposes.
2. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are settled in a timely manner.
3. To prepare end of year documentation and financial statements in line with government / professional guidance.
4. To be responsible for the preparation and submission of VAT returns as and if required.
5. To complete bank reconciliations for presentation to the Council.
6. To monitor compliance with the Council's adopted Financial Regulations and to ensure correct financial management systems are in place at all times.
7. Liaise with, work alongside and prepare any documents or processes as required or requested by the Internal or External Auditor.
8. To complete the financial end of year accounts in accordance with legislation.
9. To prepare draft budget estimates for Council consideration, advise on Precept requirements and options, identify and advise on earmarked reserve levels required, advise on reserve levels generally.
10. To submit to the relevant principal authority requests for Precept.