



Barnham and Eastergate Parish Council

Job Description:	Clerk (Proper Officer & Responsible Financial Officer)
Location:	Barnham Community Hall
Hours of work:	20 per week (including occasional evening meetings)
Grade:	LC3-LC4 FTE £51,802-£60,903 on an incremental scale Hourly rate (£26.85-£31.57)
Accountable to:	Full Council
Responsible for:	2 Assistant Clerks (one for Planning and one for Community Matters)

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.

Specific Responsibilities

Clerk

Responsible for ensuring that the instructions of the Council, in connection with the Council's function as a Local Authority are carried out:

- 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 and legal decisions and to implement constructively all decisions agreed.
- To be accountable to the Council for the effective management of the Council's resources and to report them as and when required.
- To prepare, in consultation with appropriate members, agendas for meetings of the Full Council and other meetings as required as per Standing Orders. To attend such meetings and prepare minutes for approval.
- To attend all meetings of the Council and meetings of Committees, Advisory Groups etc or delegate as appropriate to the Assistant Clerk roles
- To issue notices and prepare agendas and minutes for the Annual Parish Meeting
- To receive correspondence and documents on behalf of the Council and to deal with such and/or bring items to the attention of the Council.
- To issue correspondence as a result of instructions of the Council.

- To study reports and other data on activities of the Council and on matters related to 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
- To draw up both on their 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.
- To manage and supervise the workloads of the two Assistant Clerks as their line manager in keeping with the policies of the Council and to undertake where necessary activities in connection with the management of salaries, conditions of employment and the work of these staff.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To act as the representative of the council as required
- To prepare, in consultation with the Chair, press releases about the activities of, or decision of, the Council
- To attend training courses or seminars on the work and role of the Clerk as deemed necessary.
- The Council has a Memorandum of Understanding in place with the Barnham & Eastergate Community Trust and you will be expected to provide a link for the Council as a result of that MoU.

Responsible Financial Officer

The Responsible Financial Officer (RFO) is responsible for all financial records of the Council and the careful administration of its finances.

- To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
- To prepare the annual precept and budget demonstrating the requirements for the next financial year whilst providing detailed evidence of money spent in the current financial year.
- To receive and report on invoices for goods and services to be paid by the Council and to ensure such invoices are paid. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- To prepare the Annual Governance and Accounting Statement for external audit