

Betchworth Parish Council

JOB PROFILE: Parish Clerk and Responsible Financial Officer

Job Purpose:

To assist the Parish Council in delivering the highest quality first tier of local government. The aim of which is to maintain and enhance the environment of all the Parishioners of Betchworth.

Responsible to:

The Chairman and other members of the Parish Council.

Key tasks

Parish Council meetings (Normally held on the first Monday of each month)

- Book meeting rooms and prepare room in advance of meeting
- Prepare Agenda and resource reports (Police, SCC, Footpaths)
- Circulate agenda and post to the three notice boards and website (website to include additional files)
- Prepare Running Order for Chairman
- Download Planning Applications from Mole Valley website
- Write follow up correspondence as instructed.
- Take minutes and circulate post meeting in a timely manner
- Post minutes on the three notice boards in the village and website
- Maintain income/expenditure schedule and include within agenda
- Help in the preparation of the Annual Parish Meeting, book speaker, send invitations,

Finance

- Manage and oversee all banking arrangements.
- Prepare and balance final accounts in accordance with regulations.
- Produce accounts and records for internal and external audit in accordance with regulations (AGAR).
- Prepare and submit documentation for precept by required date
- Advise the Council on financial matters arising from the accounts
- Monitor Council receipts and payments, preparing a monthly report for Council meetings.
- Ensure invoices are paid in a timely manner and income is paid into the bank promptly.

- Prepare quarterly bank reconciliations and submit them to the designated councillor for checking
- Help in the preparation of an annual financial budget and plan
- To complete VAT returns and ensure that all eligible funds are recovered. Manage payroll in accordance with HMRC regulations
- To manage insurance risk –provide schedules for the internal auditor to review and make sure risks are up to date.
- Prepare and submit monthly timesheets to Payroll.
- Keep Asset Register up to date

Burials

- Liaise with the Burialground Caretaker Bernard Hawkins (administration and day to day running of the Burial ground)
- Submit wording of memorials and type of materials to Parish Council for approval

Grounds Maintenance

- Administer tender process for regular grounds maintenance every three years and monitor contractors' performance
- Arrange quotations for exceptional works required in accordance with Standing Orders and Financial Regulations

Allotments

- Prepare and send annual invoice to allotment holders, collect rents and oversee any paper work & maintenance
- Maintain allotment waiting list.

Communication

- Liaise with Parishioners
- Liaise with Officers of Mole Valley Council and Surrey County Council
- Liaise with Parish Councillors, District Councillors and Surrey County Councillors
- Prepare a monthly article for the Parish magazine

- Maintain parish council website and village email newsletter

Other Responsibilities

- Fulfil all statutory requirements of council in accordance with law and best practice (ensure Financial Regulations, Risk Assessment, Asset Register and Standing Orders are reviewed annually)
- Book training for Clerk and Councillors and attend training as necessary
- Attend other meetings as necessary including casual meetings as required.
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Salary [REDACTED] per annum **Hours** 15 per week
(£[REDACTED] pro-rata)

Office expenses

Telephone, stationery, office sundries such as printer cartridges, postage, etc.. (It is assumed that the Clerk would have access to a personal computer). Plus any reasonable personal expenses such as travel.