**Job Description**

**Clerk to the Council and Responsible Financial Officer (RFO).**

As Clerk to the Council and RFO, you will be employed by Widdington Parish Council and will be responsible to the Council as a whole, not to any individual member.

**Overall Responsibilities:**

As Clerk and Proper Officer of the Council you have a statutory duty to carry out all the functions of the Council and to issue notices as required by law of the Local Authority’s Proper Officer. You will be responsible for ensuring that the statutory and other provisions governing the administration of the Council and its affairs are complied with. If required by the Council, you will represent the Council at meetings other than Parish Council meetings. You will be expected to advise the Council on lawfulness of procedure and expenditure.

**Specific Responsibilities and Duties:**

1. You will hold delegated authority for ensuring that the Parish Council discharges its responsibilities. This includes convening meetings, preparing agendas for meetings, attending meetings, taking minutes and presenting them for approval at the next meeting. As well as the monthly Council meeting, you will be expected to attend and prepare agendas and minutes for the Annual Parish Meeting and any other meetings or Committees of the Council.

2. As Responsible Financial Officer you will have delegated responsibility for preparing and maintaining the Council’s accounts and other financial records in accordance with statutory audit requirements. This will include a register of the Council’s assets and the provision of an overview of the accounts and bank balances at each Parish Council meeting. You are responsible for undertaking budgetary control of the budget that has been set by the Parish Council and the processing and payment of salaries and associated PAYE. You will also be responsible for reclaiming Value Added Tax. The role also includes issuing invoices to allotment holders and garage tenants and coordinating garage rent. The job holder holds delegated responsibility for ensuring that Councillors are competent and compliant in their roles – this includes : - ensuring they have completed all the paperwork required as part of their acceptance of office – identifying training needs and organising training. - determining voting rights for Councillors who have pecuniary interests.

3. You will be responsible for the Council’s procurement process and undertaking stock controls. You will also be responsible for ensuring that the Council’s equipment is covered by adequate insurance.

4. You will be responsible for receiving all correspondence and consultation documents on behalf of the Council and ensuring that it is brought before the Council. You may be asked to provide summaries of documents.

5. The job holder holds delegated authority for managing the audit process on behalf of the Parish Council – this will include preparing Parish Council accounts, liaising with the internal auditor to ensure the accounts are finalising and submitted for the external audit.

6. You will be responsible for the safe keeping of minute books, cash books and financial records, filing documents etc. with regard to the timescale of retention of local council documents and records based on recommendations from the Audit Commission for Audit purposes and in line with Great Chesterford Parish Council policies.

7. You will be responsible for implementing the Council’s policies and decisions and reporting back to the Council with regular progress checks, including the Clerk's Report at each Parish Council meeting.

8. You will be expected to attend relevant training courses (at the cost of the Council).

9. You will be responsible for monthly checks on the defibrillator located at Widdington Village Hall.

10. You will be responsible for responding to correspondence to the Council, in consultation with the Chair/Vice Chair as necessary.

11. You will be responsible for providing a quarterly meeting/parish council summary to the editor of the village magazine.

12. You will be responsible for responding to planning consultations prior to the deadline advised by the Local Planning Authority unless an extension of time has been agreed.

13. You will be responsible for liaising with external parties in regard to issues affecting the Parish Council and its residents e.g. Essex County Council (in respect of drainage, highways, lighting), Gigaclear (fibre optic cabling) and keeping interested parties informed

14. You will be responsible for posting agendas and legal notices on the parish noticeboards.

15. You will be responsible for updating the Parish Council website.

16. Ad hoc projects as and when required using own initiative to collate information required for Parish Council to make its decisions.