

PARISH CLERK AND FINANCE OFFICER JOB DESCRIPTION

Grade: SCP 24-28	Hours of Work: 32 hours
Responsible to: The Council	Location: Gordon Bennett Memorial Hall, Thurcroft
Responsible for: All employees	
Main Purpose and Responsibilities of the Job	
<p>To be responsible for the Support, Administration and Financial Accounting in the role of Parish Clerk and Responsible Finance Officer for Thurcroft Parish Council, and to manage and develop a Parish Council team of staff in undertaking their roles within the Thurcroft Parish area. Key Duties/Areas of Responsibility include, but are not limited to:</p>	
<p>Key Duties:</p> <ul style="list-style-type: none">• Preparing for and servicing Council meetings, Committees and other meetings relevant to the conduct of business.• Supporting the Chair at Council meetings.• Advising the Council regarding legal and operational, legislative issues/changes.• Dealing with all matters arising before and after council meetings.• Dealing with all general day to day correspondence, telephone calls, emails on behalf of the Council.• Order and maintain stocks of general office equipment and supplies.• Liaise with Stakeholders on behalf of the Parish Council.• Co-ordinate and lead a number of scheduled events throughout the year.• Compile reports for council consideration.• Dealing with Member vacancies as they arise and support council to complete training and development within the council.• Manage the Parish Council website and any associated communications/press releases on behalf of the council.	
<p>Gordon Bennett Memorial Hall:</p> <ul style="list-style-type: none">• Manage the on-going improvements/repairs/refurbishment programme of the Gordon Bennett Memorial Hall.• To ensure that the Gordon Bennett Memorial Hall complies with regulations relating to licensing, fire and health and safety.• To manage the bookings process for the Gordon Bennett Memorial Hall.• Co-ordinate all staff rotas in relation to the Caretaker and the Cleaning of the hall.• Responsibility as an emergency contact for the Gordon Bennett Memorial Hall in relation to alarm call outs.	
<p>Thurcroft Cemetery:</p> <ul style="list-style-type: none">• Manage the day-to-day running of the cemetery and to liaise with members of the public, funeral directors or other partners with regard to the cemetery grounds.• To ensure all burial information is kept up to date, and in line with legislation.• Manage checks throughout the cemetery to ensure that it meets the current cemetery regulations.• Manage the grounds maintenance of Thurcroft Cemetery and liaise with third party contractors regularly.	
<p>Financial:</p> <ul style="list-style-type: none">• Financial management, including PAYE, Accounts, NI/VAT/TAX deductions and dealing with HMRC online in discharging the Parish Council's financial duties.• Banking monies and monitoring the Council's revenue and investment accounts.• Maintain the Council's cash book and undertake bank reconciliations• Monitor the Council's revenue and investment accounts.	

- Undertake an Annual Audit of all accounting procedures, paperwork and compliance by the Parish Council team.
- Co-ordinate the Internal and External Audit inspections, and ongoing queries.
- Compilation of Annual Audit returns in co-operation with Internal and External Auditors.
- Making audited accounts available for scrutiny by the general public.
- Preparation of monthly account summaries and budget monitoring reports for the Parish Council perusal and planning at its monthly meetings.
- Undertake efficiency audits on accounts to ascertain value for money.
- Prepare and present Precept Budget analysis.
- Prepare and present year-end accounts for audit on an income and expenditure basis.
- Continually look to modernise and update the Council's financial accounting and working procedures to comply with changing legislation.
- Monitor insurance cover to reflect the councils increase in assets.
- Complete a creditable and workable Risk Assessment system approved by the Council's Insurers and Auditors.
- Complete and submit quarterly VAT returns to HMRC.
- Ensure that all policies are reviewed in line with statutory requirements or when necessary.
- Assist in maintaining up to date computer security software and systems.
- Administering the Councils Grants procedure.
- Manage and administer petty cash.

Management & Professional:

- Take part in and lead on the Council's Performance and Development process.
- Manage and lead a team of employees in delivering a variety of services in and around Thurcroft.
- Continue to acquire professional knowledge required for the efficient management of the affairs of the Council:
- To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- To hold or be open to working towards the CILCA qualification.

General Responsibilities

- To be familiar and comply with all relevant policies and procedures including: Health and Safety, Management of Risk, Data Protection, Standing Orders and Financial Regulations.
- To identify risks within personal objectives, using resources effectively and efficiently and safeguarding assets.
- To ensure equality of opportunity is afforded to all persons both internal and external to the Authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.

Person Profile	Parish Clerk and Responsible Finance Officer	Assessment Rating
E = Essential D = Desirable * indicates shortlisting criterion		
1. Key Skills		
Communication		
Communicates effectively on a 1:1 basis about everyday issues		E
Makes relevant contribution to discussion with others		D
Decision Making		
Uses initiative and decides the order in which own daily tasks are to be carried out		E*
Problem solves issues in a logical and timely manner.		E*
Leadership		
Leads and inspires Councillors and staff to attain high standards.		E*
Develops individual and teams to drive forward innovation and service delivery.		E*
Experience		
Experience of delivering a service to internal and external customers, particularly in a local government/parish/town council context.		E*
Experience of working in a senior management role in an office environment.		E*
Knowledge and experience of using a range of computer applications & ICT to include word processing, spreadsheets, databases, presentation software, internet & e-mail.		D
Knowledge, understanding and application of Financial systems/managing budgets, including inputting onto HMRC - PAYE, NI, TAX and VAT		D
Knowledge, understanding and application of Health and Safety regulations, and ability to identify risks within personal sphere of work.		D
Experience of managing and developing staff, including carrying out appraisals.		E*
Experience of project management.		E*
Experience of performance management and quality assurance systems.		E*
2. Core Management Behaviours		
Strategic awareness - works with corporate priorities/policies in a joined-up way with others internally and externally. Operates democratically, transparently and accountably.		E
Leadership - inspires and motivates others to deliver their full potential and achieve goals. Demonstrates honesty and integrity. Develops and selects effective solutions to problems and proactively manages risk and change.		E*
Performance Management - challenges the status quo and seeks out best practice to achieve the Parish Council's "Visions". Ensures sustainable development.		E*
Customer Focus - delivers efficient and effective customer service to internal and external customers. Puts the customer at the centre of operations. Engages and empowers customers. Listens to the customers and learns from experience.		E*
Equality and Diversity - Takes an equalities approach to managing own behaviour and the behaviour of others. Demonstrates fairness and is worthy of respect.		E
Managing with and through People - works with others in a flexible and constructive way. Helps to generate an environment of trust and fun.		E *
Communicating and engaging with others - Communicates facts, ideas and proposals to others in an effective and persuasive manner.		E
16. Qualifications		
Willingness to study for CiLCA		E*

4. General Requirements	
Able and willing to work flexible hours when necessary	E*
Good attendance record in current/previous employment (not including absences resulting from disability)	E
Successful DBS clearance for safeguarding purposes	E*