

# **Drayton Parish Council**

## **Assistant Parish Clerk and Responsible Financial Officer Job Description**

### **Overall responsibilities**

The Assistant Clerk to the Council will assist the Clerk in the execution of all Council business and to meet the Parish Council's statutory requirements; deputising as required.

The Responsible Financial Officer (RFO) for the Council must ensure that all financial activities are based on proper practices, as identified in Governance and Accountability.

### **Specific responsibilities of Assistant Parish Clerk for Drayton Parish Council**

1. To support the Parish Clerk in ensuring the smooth running of the Parish Council's administration.
2. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
3. To work in partnership with elected members to provide guidance and support to the Council.
4. To prepare, in consultation with appropriate members, agendas for committee meetings and full council meetings, as agreed with the clerk. To attend such meetings and prepare minutes for approval.
5. To work with the Clerk to agree who will have responsibility of actions arising from the committee meetings attended as Assistant Clerk.
6. To monitor the implemented policies of the council to ensure they are achieving the desired results and where appropriate suggest amendments.
7. To manage projects undertaken by the Council, as agreed by the Clerk, providing regular progress reports.
8. To manage bookings for Parish Council facilities such as sports pitches and pavilions.
9. To manage the Council's assets register as agreed by the Clerk.
10. To develop and maintain effective relationships with outside bodies including the District and County Council, Police and neighbouring parish councils.
11. To deal with enquiries from the public, councillors and other organisations in a professional and helpful manner.

12. To act as a representative of the Council as required and build effective relationships with the public, press and other organisations as appropriate.
13. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested membership of the professional body 'The Society of Local Council Clerks'.
14. To attend training courses, seminars and/or conferences on the work and role of the Assistant Clerk as required by the Council.

### **Specific responsibilities of Responsible Financial Officer (RFO) for Drayton Parish Council**

15. Produce accounts and records for external audit in accordance with regulations.
16. Advertise the Electors Rights using dates set by legislation and advertise the completion of the external audit.
17. Prepare financial reports for Committees and Full Council, as required.
18. To carry out monthly bank reconciliations and present to full council for approval.
19. To prepare payment lists for every meeting of the parish council for approval and arrange payment.
20. To raise invoices and to ensure all monies due to the council is collected promptly.
21. Responsible for VAT, salaries NIC and PAYE.
22. To oversee contracts which the Council is entered into and track their renewal.
23. Ensure the Council's investments are reviewed regularly.
24. To work with the council and third parties to help secure funding for future projects
25. Liaise with the internal auditor, ensuring all relevant information is provided for audit.
26. Prepare draft estimates, when approved by council these will form the basis for the annual budget
27. Submit the precept calculation to the District Council

28. To prepare CIL and S106 trackers and submit to the District Council, as required

29. Ensure an adequate and effective system of internal audit and control systems are in place, including

- a. Putting measures in place to prevent and detect inaccuracies and fraud
- b. Considers a bad debt policy and deals with risk management
- c. Standing Orders and Financial Regulations are adequate