



# BLISLAND PARISH COUNCIL

Parish Clerk: Tammy White MSc PGDip MRTPI IHBC

Treglenes  
Limehead, St. Breward  
Bodmin  
PL30 4LU

Tel: 07540 380531  
[clerk@blislandparishcouncil.co.uk](mailto:clerk@blislandparishcouncil.co.uk)  
[www.blislandparishcouncil.co.uk](http://www.blislandparishcouncil.co.uk)

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

### **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.
- The Clerk will be totally responsible for ensuring that the instructions of the Council, in connection with its function as a Local Authority, are carried out.
- The Clerk is expected 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 decisions and to implement constructively all decisions.
- The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required.
- The Clerk will be responsible for all the financial records of the Council and the Institute, and the careful administration of its finances.

### **Job Description**

#### 1. Clerk

- To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- To monitor and balance the Council's accounts and prepare records for audit purposes, and VAT.
- To ensure that the Council's obligations to insure are properly met.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval.

- To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or the known policy of, the Council.
- To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services to ensure payment is received.
- To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields.
- To draw up, both on his/her own initiative and as a result of suggestions by councillors, proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
- To supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other 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 a representative of the Council as required.
- To issue notices and prepare agendas and minutes for the parish meeting; to attend the assemblies of the parish meeting and to implement the decisions made at the assemblies.
- To attend all meetings of the Council and all meetings of its committees, sub-committees and any other meeting of the Council as necessary

## 2. Responsible Financial Officer

A responsible finance officer (RFO) is appointed by each local council in accordance with Local Government Act 1972 section 151. The following is a comprehensive list of duties which relate to the statutory post.

- To prepare financial reports of the Council covering budget monitoring, fund balances, receipts and payments to date, payroll summary, payment of accounts and other relevant current matters.
- To prepare draft estimates which, when approved, will form the annual budget for the year, and to report thereon as necessary.
- To submit the Precept to Cornwall Council at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
- To bank regularly (daily if necessary) all money received by the Council.

- To ensure that all money due to the Council is billed and collected promptly.
- To identify the duties of all officers dealing with financial matters and to ensure, wherever possible, the segregation of duties of officers, thus facilitating as much internal control as possible. If officers are not appropriate for such internal controls then to involve members in the internal control systems wherever possible.
- To manage the cash flow and to control investments and bank transfers.
- To control payments made.
- To take overall responsibility for the management of the payroll, ensuring prompt and proper payment of any deductions for Income Tax and National Insurance.
- To take overall responsibility for the prompt submission of VAT Return Forms or repayment claims.
- To verify, analyse for accounts purposes, and to authorise suppliers' invoices for recommendation for payment.
- To prepare Financial Statements for each financial year for Councillors and the public.
- To prepare the Accounts and the Annual Return for the Council each year and to submit them to Council for approval and to the Auditor when required.
- To arrange for appropriate Internal Audit in accordance with Financial Regulations.
- To monitor compliance with the Council's Financial Regulations.
- To manage the Risks faced by the Council and to recommend such insurance as is required, or is mandatory (Employer's Liability and Fiduciary Guarantee).
- To maintain the Council's asset register.