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**PARISH CLERK / RFO TO COLTISHALL PARISH COUNCIL**

**17 hours a week including the evening meetings. Working mainly flexibly from home**

**Salary Scale LC 19-24 (£25,481 - £28,672 pro rota)**

**depending on experience and qualifications**

**The council is a member of the Norfolk Pension Scheme. Funding would be provided for any necessary training.**

**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 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 the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

**Specific responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for annual audit purposes and VAT. This entails:
3. Prepare financial reports for the Council (receipts and payments)
4. Regular budget monitoring
5. Present regular bank reconciliations to the Council
6. Prepare draft estimates when approved by the Council these will form the basis for the annual budget monitoring during the year.
7. Submit the precept calculation to the District Council.
8. Bank and record regularly all monies received and spent by the Council.
9. Ensure that any money due to the Council is billed promptly and collected.
10. Manage cash flow and investments and bank transfers
11. Responsibility for PAYE and Pension
12. Ensure an adequate and effective system of internal audit and control systems are in place
13. To ensure that the Council's obligations for Risk Assessment are properly met.

4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.

5. To attend all meetings of the Council and all meetings of its committees and sub-committees, other than where such duties have been delegated to another Officer.

6. 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 instructions of, or the known policy of the Council.

7. 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 and to ensure payment is received.

8. 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 and to produce reports for circulation and discussion by the Council.

9. 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 likely effects of specific courses of action.

10. To monitor the implemented policies of the Council to ensure they are

achieving the desired result and where appropriate suggest modifications.

12. To act as the representative of the Council as required.

13. To issue notices and prepare agendas in consultation with the Chair and minutes for the Parish Meeting: to attend.

14. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.

15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.

16. To carry out the actions as set out in the Council’s Data Protection Regulation Policy.

17. To manage Council projects as and when required

18. To publish information on behalf of the council and to manage the accounts used for publication, for example managing the website and social media accounts as required.

19. To liaise with allotment holders, securing rent and issuing tenancy agreements.