

DATCHET PARISH COUNCIL

JOB DESCRIPTION

Position: Clerk & RFO

Hours: The position is 24 hours per week, primarily based at the parish office but with scope for a degree of homeworking / flexibility. Attendance is required at a minimum of 12 evening meetings per year normally held on the second Monday of the month in Datchet Village Hall 19:00 to 21:00pm, which will form part of the normal working hours.

Location: Datchet Parish Council Office

Salary: The salary is based on the Society of Local Council Clerks salary scales, starting SCP point 29 - £35,411 per annum and rising to SCP point 36 - £42,503 per annum (pro-rata 24 hours = £22,969 to £27,569), depending on qualifications and experience.

Overall Responsibilities

The Clerk & RFO will be responsible for the proper administration of the Council and to ensure that the statutory, and other, provisions governing or affecting the running of the Council are observed.

Previous local government/public sector experience is desirable. An excellent knowledge of local government administration, finance, and cemetery/burial procedures is also desirable, along with good communication and IT skills. Experience relating to the management of project work and updating websites will be an advantage.

ILCA & CiLCA qualifications would be an advantage, but training will be supported for the right candidate.

Key Tasks

- 1. Servicing the meetings of the Council**, Parish Meetings and Working Groups, and other meetings pertaining to the business of the Council when specifically agreed.
 - Prepare and distribute agendas, in consultation with appropriate Council members.
 - Attend meetings (mostly evening) and, where appropriate, advise on the practicability and likely effects of proposed courses of action.
 - Prepare draft minutes within seven days of meetings and distribute, after agreement of the meeting Chairman or their nominee.
- 2. Advising on and implementation of decisions made by the Council**
 - Act as the Proper Officer of the Council and ensure that statutory and other provisions governing or affecting the running of the Council are observed, in particular, serve or issue all notifications required by law.
 - Advise the Council in the formation of policy and provide sufficient information to the Council so that effective decisions can be made.

- Implement decisions of the Council.
- Ensure that the Council's obligations to manage risk are properly met, including reviewing risk assessments annually.
- Issue correspondence as a result of the known policy of the Council or the instructions of the Council.
- Monitor the implemented policies of the Council to ensure they are achieving the desired result and suggest modification where appropriate.

3. Management of the Council's facilities and staff

- Supervise the Admin Clerk and Finance Officer, as their line manager, in keeping with the policies of the Council and undertake all necessary activities in connection with the management of salaries, and conditions of employment/contract.
- To manage the Council's Cemetery and oversee all matters relating to the sale of burial plots and interments. Ensure that all the correct paperwork, necessary licences and permits are obtained relating to the cemetery and interments and deal with undertakers and stone masons accordingly. Attend burials and interments as the proper officer, when necessary. Supervise the updating of the Council's burial software package.
- To manage the Council's owned properties, which include three grade II listed buildings, some of which are rented out or on long term lease to village organisations, and monitor review these agreements as necessary.
- Liaise with Lead Members to arrange orders for day-to-day maintenance and emergency works and repairs as detailed in the Parish Council's Standing Orders.
- Ensure conformance with Fire, Health and Safety regulations, and that obligations on insurances are properly met.
- Ensure that all necessary licences and permits are obtained for all the Council's pursuits.

4. Monitoring and processing of the Council's finances

- Act as the Council's RFO and monitor and balance the Council's accounts and prepare required reports and returns for review and audit purposes, VAT, PAYE, etc.
- Monitor the income and expenditure of the Council and be actively involved in the annual budget setting process for consideration and approval by the Council.
- Supervise the Finance Officer in the preparation and management of the council's finances including the following:-
 - Check the validity of accounts and invoices for goods and services to be paid for by the Council and ensure these are correct and authorised by the Council
 - Issue invoices on behalf of the Council and ensure payment is received.

5. General administration and other tasks

- Deal with correspondence and documents in accordance with the Council's policies or bring them to the attention of the Council.
- Act as a representative of the Council as required including attendance at occasional conferences.

- Monitor information relevant to the Council's work and draw up proposals for consideration by the Council.
- Supervise the maintain of the Council's notice boards and website to ensure all statutory notices and other current, relevant information is displayed
- Supervise that all appropriate documents relating to the Council's business are kept safe and secure and GDPR compliant.
- Continue to acquire the necessary professional knowledge required for efficient management of the affairs of the Council including attending training courses.
- Carry out other duties as required that are commensurate with the role.

6. Training

The post holder will keep up to date, so far as is necessary for the efficient executing of the job, with new legislation, procedures and techniques. The post holder is responsible for keeping their own training needs under review and bringing any training requirements to the attention of the Council.

7. Health and Safety

The post-holder will take reasonable care for the health and safety of themselves and of other persons who may be affected by their activities, and where appropriate safeguarding the health and safety of all persons under their control and guidance in accordance with the provisions of Health and Safety legislation. The post holder will exercise proper care in handling, operating and safeguarding any equipment or appliances provided and issued by the Parish Council or provided or issued by a third party for individual or collective use in the performance of their duties.

8. Equal Opportunities

The post holder will uphold the Parish Council's Equal Opportunities practices thereby promoting fair and quality service for all.

9. Customer Care

The post holder will deliver all the Council's services in a way which is sensitive and responsive to those receiving such services.
