

# **SANDGATE PARISH COUNCIL**

## **DEPUTY CLERK / RESPONSIBLE FINANCE OFFICER**

### **JOB DESCRIPTION**

#### **Overall Responsibilities:**

The Deputy Clerk to the Parish Council will be a Proper Officer of the Council and as such is under a statutory duty to assist the Parish Clerk to carry out all functions and, in particular, to serve or issue the notifications required by law of a local authority's Proper Officer.

The Deputy Clerk will assist the Parish Clerk / Librarian in ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Deputy 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 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 Deputy Clerk will be the Responsible Financial Officer (RFO) and will be responsible for all financial records of the Council and the careful administration of its finances.

The Deputy Clerk will assist the Parish Clerk / Librarian in carrying out the work of the Parish Council including administrative, clerical and secretarial duties. The person appointed will also assist with the running of Sandgate Library.

#### **Responsible to:**

Clerk to the Parish Council.

#### **Duties:**

##### **1. Financial Matters**

- 1.1 To monitor and balance the Council's accounts and prepare records for audit purposes.
- 1.2 To submit quarterly VAT claims.
- 1.3 To liaise with the internal and external auditors and the council's accountant as required.
- 1.4 To prepare for the annual review; produce proposals for each new financial year and make recommendations for the setting of the precepts.
- 1.5 To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
- 1.6 To issue purchase orders and invoices on behalf of the Council for goods and services and to ensure that timely payments are made and credits received.
- 1.7 To prepare and report to full council, committees and sub-committees on the council's financial position as and when required.
- 1.8 To ensure that all insurance policies and leases are sufficient and current.

##### **2. Monthly Parish Council Meetings**

- 2.1 To assist the Parish Clerk / Librarian in preparation for meetings and take minutes as required.
- 2.2 To attend two monthly evening meetings and report on financial matters as required.
- 2.3 To take any actions as requested following the meetings.

##### **3. Other Council-related meetings**

- 3.1 To carry out duties as required for other council-related meetings (which could be daytime or evening).
- 3.2 To be specifically responsible for paperwork, agendas, minutes and follow-up actions for the Resources Committee.

#### **4. Office Attendance**

- 4.1 To attend the Parish Council office for a minimum of 10 hours to be taken over three mornings a week, two mornings of which will be during library opening hours;
- 4.2 To attend two monthly evening meetings to be recorded as additional hours.
- 4.3 To assist the Parish Clerk / Librarian as a point of contact for the Parish Council & Library, for personal callers and on the telephone.
- 4.4 To respond to queries, complaints and requests for information from members of the public and also from other sources such as councillors and officers of other organisations, including in person, by telephone and in writing; to promote good public relations for the Parish Council in the way these are handled.
- 4.5 For non-routine enquiries, to refer to the Parish Clerk / Librarian or an appropriate councillor, especially in the case of media contacts.

#### **5. Administrative, clerical and secretarial tasks**

- 5.1 To assist the Parish Clerk/Librarian to carry out administrative, clerical, secretarial and other tasks in the office as appropriate.
- 5.2 To assist the Parish Clerk/Librarian to administer the council's activities and to attend full parish council and committee meetings.
- 5.3 To take responsibility for the management and interrogation, as necessary, of the CCTV system.
- 5.4 To update the Council website, with agendas, minutes and reports as required.

#### **6. Other tasks**

- 6.1 To attend training courses or seminars/conferences on the work and role of a parish clerk and, specifically, on the role of RFO.
- 6.2 To act as the representative of the council as required.
- 6.3 To assist the Parish Clerk/Librarian in the running/supervision of the library and to oversee all relevant matters in the absence of the Parish Clerk/Librarian. To assist with the delivery of the library services in accordance with the terms of the Service Agreement entered into between the Parish Council and Kent County Council and to act as library clerk during the Parish Clerk/Librarian's absence where other cover is not available.
- 6.4 Other tasks such as may reasonably be delegated by the Parish Clerk from time to time.