

Bainton & Ashton Parish Council

Bainton Reading Room, Barnack Road, Bainton, Stamford PE93AE

clerk@baintonandashton-pc.gov.uk



JOB DESCRIPTION

JOB TITLE	PARISH CLERK (PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER)
PURPOSE	<p>To act as the Council's advisor on all matters, to ensure the efficient execution of decisions taken by the Council and to carry out all administrative functions</p> <p>Designated Responsible Financial Officer under Section 151 of the Local Government Act 1972 and the Council's Proper Officer</p> <p>The Clerk is responsible to the Council as a corporate body and acts at all times in an impartial and non-political manner. The Clerk acts at all times in the Council's best interests and accordingly advises the Council on matters of policy.</p>
REPORTS TO	<p>THE COUNCIL</p> <p>Line management as delegated by the Council to two or more of its members, currently the Chairman and one other.</p>
RESPONSIBLE FOR	<p>ADMINISTRATION</p> <ul style="list-style-type: none">• Preparation and circulation of all agenda and summons to meetings of the Council• Preparation and submission of all minutes of meetings• Execution of decisions reached at meetings• Maintenance of all registers and records• Act as the Council's Public Relations Officer and carry out all communications with the public and other organisations, including responsibility for content of the Council's website and social media <p>HR</p> <ul style="list-style-type: none">• Management and supervision of any other members of staff and volunteers in keeping with the policies of the Council and all relevant legislation

Parish Clerk : Jenny Rice 07889669550 (email preferred for all communication)

Councillors: Cllr Susie Lucas (Chairman), Cllr William Gibson, Cllr Martin Lucas, Cllr Neil Smith, Cllr Stephen Taylor

Bainton & Ashton Parish Council

FINANCE AND GOVERNANCE

Statement of Accounts

- Management of the Council's receipts and payments and preparation of periodic financial position statements
- Budgetary planning and control, including precept and grants
- Control of the Council's finances, ensuring best value is achieved and statutory obligations including PAYE and VAT are met

Audit

- Preparation of regulatory and accounting records to meet the requirements of both internal and external audit
- Timely submission and publication of Annual Return as required by law
- Ensure any recommendations by the auditor are implemented by the Council

Statutory

- Advice to the Council's on all matters of local government and related law and policy, including when external advice may be required
- Ensure the Council complies with all legal requirements
- Preparation of regulatory and procedural documents for use or publication by the Council
- Care, security and adequate insurance of all Council assets
- Represent the Council when necessary for court or tribunal cases

OTHER DUTIES

- Attendance of external meetings and training courses as required by the Council to ensure its/the Clerk's knowledge is up-to-date
- Other appropriate duties as shall be determined from time to time by the Council to achieve its aim, objectives and statutory obligations