

**Job Description, Role and Responsibilities**  
**Deputy Clerk and RFO to Shipdham Parish Council**

**The purpose of the role of Deputy/Clerk**

- The Deputy Clerk will primarily be responsible for the management of the Council assets such as Buildings, Land, Cemetery, Allotments and Equipment and will stand in for the Clerk.
- The Deputy/Clerk provides a comprehensive and efficient clerical service to residents, visitors and Councillors in the Parish of Shipdham. The Deputy/Clerk administers the Council's business, signs certain notices and summonses and keeps the Council's financial, administrative, asset and general records as required by Law, the Council, and the Council's statutory regulations.

**The overall role and duties of the Deputy/Clerk**

- The Deputy/Clerk is the Proper Officer of Shipdham Parish Council ("the Council") responsible for the smooth running of the Council's business. The Deputy/Clerk is the first point of contact for the Council and all correspondence comes from the Deputy/Clerk. Responsibility for implementing the decisions of the Council rests with the Deputy/Clerk along with giving professional guidance where necessary whilst remaining neutral and discrete. Good communication skills are essential.
- The Deputy/Clerk is also responsible for the financial management of the Council and has the title and responsibility of Responsible Financial Officer.
- The Deputy/Clerk is also responsible for Clerking Bullock Park Management Committee (BPMC) meetings and associated duties (four per annum).

**The responsibilities of the Deputy/Clerk.**

- The responsibilities for the Deputy/Clerk are detailed on the pages following and also recorded in the Deputy/Clerk's contract of employment.
- Reflecting the flexible nature of village life, elements of the activities of the village and of the Parish Council can from time to time be unstructured and flexible, necessitating the Deputy/Clerk to react, think and react as appropriate and in the best interests of the Council and the community. As a result, it may be that certain roles and responsibilities develop over time in agreement between the Deputy/Clerk and the Council. At such times the responsibilities outlined below may be added to, or removed from, and a further document or contract may replace the existing responsibilities or contract of employment.

## **Overall Responsibilities**

- The Deputy/Clerk to the Council will be the Proper Officer and the Responsible Financial 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 and Responsible Financial Officer.
- The Deputy/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 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 all the information required for making effective decisions and to implement constructively all decisions.
- The Deputy/Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances, income, expenditure, bank reconciliations (including downloading monthly bank statements), quarterly budget reports and preparing vat returns and year end procedures.
- The Deputy/Clerk 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 attend and Minute BPMC meetings and circulate correspondence and information accordingly.

## **Ensuring compliance with legal duties**

- The Deputy/Clerk will ensure that all statutory and other provisions governing or affecting the running of the Council are observed, including but not limited to the Council's Guide to Information, Financial Regulations, Standing Orders, Code of Conduct and Risk Assessment.
- The Deputy/Clerk will monitor the implemented policies of the Council to ensure they are achieving the desired result and suggest modifications where appropriate.
- The Deputy/Clerk will ensure that the Council's statutory obligations for the proper management of all Health and Safety matters are met; including the review of Council's Health and Safety Policy and the preparation (and oversight) of Risk Assessments, where necessary, for the safe management of Council business and activities.

## **Specific Responsibilities**

### **Carrying out the administrative business of Shipdham Parish Council**

- The Deputy/Clerk will issue notices for Council meetings, the Annual Meeting of the Parish, as well as other meetings to be called by or on behalf of the Council from time to time.
- The Deputy/Clerk will receive correspondence and documents on behalf of the Council and, following known policy of the Council and in liaison with appropriate Councillors, respond on behalf of the Council. The Deputy/Clerk will prepare a monthly summary of all significant incoming and outgoing correspondence for Council meetings.
- The Deputy/Clerk will prepare, in consultation with appropriate members, agendas for meetings of the Council and any Committees. The Deputy/Clerk will attend all such meetings and prepare minutes for approval.
- The Deputy/Clerk will draw up both on their 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.
- The Deputy/Clerk will prepare, in consultation with the Chairman or a designated Councillor, press releases about the activities of, or decisions of, the Council.
- The Deputy/Clerk will maintain effective fault-reporting systems to enable the public to access the services of the Council.
- The Deputy/Clerk will ensure that correct financial records are kept and that internal checking regimes are established, including the proper calculation and submission to HMRC of matters relating to PAYE, National Insurance and pension contributions for Council Officers where relevant.
- The Deputy/Clerk will monitor and manage the annual budget for Council and its committees where relevant, prepare records for audit and VAT purposes, and prepare financial statements as required.
- The Deputy/Clerk will research and bring forward opportunities to apply for grants to support the Council's aspirations and plans.
- The Deputy/Clerk will establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format.

### **Dealing with third parties on behalf of Shipdham Parish Council**

- The Deputy/Clerk will act as the representative of the Council as required.
- The Deputy/Clerk will maintain ongoing control of the Parish Burial and Cemetery records working alongside the Church, Undertakers, Funeral Directors and other parties in this regard where relevant and necessary.
- Along with the Chairman, individual Councillors and others, the Deputy/Clerk will maintain the village website (Shipdhamvillage.org) updating content as necessary, and working with website designers, suppliers and other contractors where necessary and appropriate.
- The Deputy/Clerk will identify items to post on the website and in the Shipdham Parish Newsletter, and seek to devise new ways to communicate with the village and the community in order to find out their priorities and requirements.
- The Deputy/Clerk will work with suppliers, customers, tradesmen and others in the furtherance of the Council's aims, purpose and objectives as well as its day to day activities, including but not limited to the placing and managing of orders for the purchase and supply of goods and services, the drafting of tender requests and responses to third party consultation exercises, and the monitoring and controlling of individual Council projects.
- The Deputy/Clerk will receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met and settled within due timescales. The Deputy/Clerk will issue invoices on behalf of the Council for goods and services and to ensure payment is received.

### **Helping deliver Shipdham Parish Council's strategic purpose**

- The Deputy/Clerk will actively seek ways of promoting the wellbeing of the Council, the village and the wider community of Shipdham, working with the Chairman, Councillors and other stakeholders in reflecting the village values and shaping the future of Shipdham.
- The Deputy/Clerk will draw up, both on their own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council, and advise on the practicability and likely effects of specific courses of action.
- The Deputy/Clerk will update any of the Council's business plans, where relevant, and monitor progress of schemes and developments.
- The Deputy/Clerk will bring forward draft policies and scheme proposals to reflect Council, village and community needs.
- The Deputy/Clerk will study reports and other data on Council's activities and on matters bearing on those activities. Where appropriate, the Deputy/Clerk will

discuss such matters with other administrators and specialists in particular fields and produce reports for circulation and discussion by the Council

### **Developing their role as an effective Deputy/Clerk to Shipdham Parish Council**

- The Deputy/Clerk will manage their own work and, if relevant or necessary, that of any others employed by the Council from time to time by agreeing job descriptions and annual work plans, and contributing positively to reviews of performance
- The Deputy/Clerk will maintain records of staff hours, leave, expenses etc for Member approval.
- The Deputy/Clerk will work collaboratively with the Chairman to draw up by an appropriate time an annual Work Plan based on this Job Description. The Deputy/Clerk will monitor and report quarterly and hold an annual review by within a reasonable time frame as to the effectiveness of the Work Plan
- If not already achieved, the Deputy/Clerk will work towards the achievement of the status of a CiLCA Qualified Deputy/Clerk as a minimum requirement for effectiveness in the position of Deputy/Clerk to the Council.
- The Deputy/Clerk will attend the Conference of the National Association of Local Councils, Society of Local Council Deputy/Clerk's, and other relevant bodies, including the occasional attendance at other Local Parish, District or County Councils, as a representative of the Council as required.
- The Deputy/Clerk will actively seek to continue to acquire and maintain the necessary professional knowledge required for the efficient management of the affairs of the Council.
- The Deputy/Clerk will carry out other responsibilities and roles from time to time as shall be required by the Council.