



JOB DESCRIPTION

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| Position: Parish Clerk and Responsible Finance Officer | |
| Reports to: Council | Salary: £55,325pa -£59,418pa (SCP 46 - 49) |
| Responsible for: All staff (15+) | Hours: Full time (37 hours pw) |
| <p>Overall Responsibilities The Parish Clerk is the Proper Officer of the Council as required by the Local Government Act 1972 and is required to carry out the statutory duties of a Proper Officer, guiding and assisting the Council in the fulfilment of its legal and financial obligations and undertaking the specific responsibilities contained in the Council's Standing Order and Financial Regulations. As head of the paid service, the Parish Clerk is required to manage the Council's assets, procedures and staff.</p> <p>Strategic responsibilities</p> <ol style="list-style-type: none"> 1. To assist the Council to develop and implement a strategic vision for the Parish and Burnham Park Hall, to define its strategic objectives and to develop appropriate performance management arrangements to monitor their achievement. 2. To review annually the achievement and objectives with the Council, and work with the appropriate committees to develop action plans for delivering short- and medium-term objectives. 3. To monitor the implemented policies and objectives of the Council to ensure they are achieving the desired result and where appropriate suggest modifications. <p>Staff responsibilities</p> <ol style="list-style-type: none"> 4. To assist the Staffing Sub-Committee as required. To manage the staff employed by the Council in keeping with the policies of the Council, and looking after their welfare. 5. To ensure the effective delegation and allocation of responsibilities and activities to members of staff. 6. To be responsible for performance management, ensuring that staff receive appropriate training to match their responsibilities and duties, in the light of annual appraisals and personal development plans. <p>Statutory responsibilities</p> <ol style="list-style-type: none"> 7. To ensure that all statutory and other provisions governing or affecting the running of the Council are observed. 8. To ensure that the Council's obligations for Risk Assessment are properly met, and to ensure that the Council complies with Health and Safety legislation, and to ensure the safety and wellbeing of those who visit or work in the facilities provided by the Council. | |

9. To alert Members of Council to changes in respect of their statutory and other responsibilities as Councillors, and act as adviser to Members on such matters as required.
10. To manage and respond to Freedom of Information and General Data Protection Requirements.

Financial responsibilities

11. To work with Council to set and monitor the Council's financial budget, ensuring that its financial resources are managed to best deliver the Council's short- and long-term priorities, and ensuring the effective spend of budgeted amounts.
12. To advise the Council on the budget against actual income and expenditure and make recommendations accordingly.
13. To advise on the setting of the precept for each financial year.
14. To seek to ensure that the Council achieves the best possible return on its investment and value for money in all its activities.
15. To ensure that processes are in place to monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
16. To report to the Council on all financial matters in conjunction with the Finance Manager.

Asset Management responsibilities

17. To oversee the management of the Council's assets, including Burnham Park Hall, the George Pitcher Memorial Ground, Burnham Park, other parks and playgrounds, public conveniences, groundsmen tied accommodation, other properties and land.
18. To maintain the asset register and update at least annually.
19. To manage all leases, licences and other contracts in place on the Council's property.

Business responsibilities

20. To support staff managing Burnham Park Hall ensuring all legal requirements are met for permanent staff and casual staff.
21. To oversee any Health and Safety matters as well as update and implement relevant policies.
22. To be commercially aware, including knowledge on profit margins, stock control and stakeholder management, ensuring budgetary requirements remain on track.
23. To ensure that there is a good generation of income in order to sustain events and other activities operating from Burnham Park Hall
24. To have a broad understanding of both food hygiene regulations and licencing laws and objectives. To also act as the licensee on behalf of the Parish Council
25. To monitor profitability and operations of all business interests owned and operated by the Parish Council, in conjunction with facility managers. Income in excess of £300k pa above precept.

Administrative responsibilities

26. To ensure that the Council's standing orders, financial regulations and delegation scheme are regularly reviewed and in particular to ensure that any changes required by changes in the law, guidance or best practice are implemented.
27. To coordinate Council and committee meetings with other staff, preparing and circulating, in consultation with appropriate members, agendas and supporting documentation for meetings. To attend all meetings of the Council and all meetings of its committees and to implement its actions.
28. 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 specialists in particular fields and to produce reports for circulation and discussion by the Council.
29. To recommend the Council to obtain external specialist advice when appropriate and to ensure that the advice is placed before the Council to assist members in making decisions.
30. 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.
31. To receive correspondence and documents on behalf of the Council, and to deal with the correspondence or documents, and bring such items as are appropriate to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council.
32. To ensure the proper maintenance and safe custody of all Council records, deeds and documents, including electronic storage where appropriate.
33. To monitor and advise the Council on local planning applications and other consultations.
34. To oversee all external contracts.
35. To be the first point of contact for calls relating to any emergencies for Parish Council business.

Communications responsibilities

36. To act as the representative of the Council as required, including attending meetings with key stakeholders and promoting the Council within the local community to ensure the continued presence of the Council in local affairs
37. To liaise closely with other Councils, in particular Buckinghamshire Council on matters regarding the Parish, and to participate in joint initiatives.
38. To represent the Council to members of the public, and ensure that enquiries are dealt with sensitively and appropriately.
39. To issue press releases about the activities of, or decisions of, the Council, and respond to ad hoc enquiries from the press.
40. To oversee the Council's website and social media accounts.

41. To ensure that relevant information on the Council and other related matters is made widely available to members of the public, including making the best use of technology where appropriate.

42. To maintain the confidentiality of information as appropriate.

Project Management Responsibilities

43. To project manage ongoing and emerging initiatives

44. Further the development of the neighbourhood plan.

Civic responsibilities

45. To provide support, advice and assistance to the Chairman as appropriate.

Personal development responsibilities

46. To undertake training and continuous professional development to develop the necessary professional knowledge required for the efficient management of the affairs of the Council.

Other responsibilities

47. To undertake such other responsibilities and functions as may be required from time to time by the Council commensurate with the duties and responsibilities of the post.