



11 May 2018
Baydon Parish Clerk / RFO
Job Description

GENERAL TASKS

Logging all correspondence received via mail, e-mail and telephone
Writing letters, responding to mails and keeping a copy of all outgoing correspondence
Logging invoices received
Logging payments received and paying them in promptly
Billing for services provided by PC e.g. allotment rent
Preparing agendas
Preparing cheques/online payments for signing at monthly meetings and sending them to payees
Attending monthly PC meeting to take notes and produce minutes
Distributing information to chairman, councillors, the public, parish magazine and diary as necessary
Keeping PC notice board in Baydon up-to-date with agendas, minutes, and ad hoc meeting notices etc as per legal requirements plus other notices as necessary
Sending information to the Baydon website to include agenda, minutes, councillor, committee and councillor lists, meeting dates etc
Keeping PC information up-to-date (e.g. asset register, contact details etc) and paper and electronic filing systems well organised
Managing bank accounts to maximise interest (I), while ensuring enough in current account, and organising signatory changes when necessary
Managing direct debits
Installing software updates
Purchasing office supplies including paper, ink cartridges, stamps envelopes etc as required
Liaising with Electoral services when councillor vacancy arises and carrying out associated legal and administrative Processes
Providing general advice on legal procedures, powers and duties.

MONTHLY TASKS

In-putting all financial transactions into accounts spreadsheet
Reconciling bank statements against accounts and producing a reconciliation report
HMRC Payment through BASIC PAYE TOOL

QUARTERLY TASKS

Producing budget versus actual income and expenditure report for the year-to-date

ANNUAL TASKS

Submitting VAT return to HMRC
Producing annual accounts, and submitting them to internal and external auditors

Displaying account information pre- and post-external audit on PC notice boards and website as legally required

Initiating grant applications and subsequent correspondence

Getting quotes for grass-cutting and Insurance and other services/purchases as required

Producing documentation to support annual budget planning process

Initiating reviews of Standing Orders and Risk Assessment

Culling paper and electronic filing systems, in line with legal and practical requirements

Organising annual election of chairman and vice-chairman at AGM and updating councillors and committees lists accordingly

Organising Annual Parish Assembly

Booking BYPA Hall for following year

EVERY 4 YEARS

Distribution of information regarding election

Organising signing of acceptance of office and forms and registration of interests process