

**Pontesbury Parish Council**  
**Deputy Clerk and Responsible Finance Officer**  
**Job Description**

**Hours:** 18.5 per week  
**Salary:** SCP 20-24 (£25, 991 - £28, 672) pro rata.  
**Location:** Mainly home based with 'hot desking' at the Pavilion when required.

**Purpose**

You will have specific responsibility for accounts and financial records. You will maintain good governance, accountability, and transparency in accordance with regulatory requirements, accounting guidance and proper practice and fulfil the role of the responsible finance officer as required by the relevant Local Audit and Accountability and Accounts and Audit Legislation

As Deputy Clerk, you will, in consultation with the Clerk, Councillors and other staff, undertake the duties listed below and will be expected to take the lead on some specified projects. You will deputise for the Parish Clerk as required and report to the Clerk as your line manager.

**Accounting and Financial Responsibilities**

1. Efficiently managing and monitoring the Council's finances and advising the Council on a financial strategy that will meet its financial and policy objectives
2. Develop and maintain systems of internal financial control
3. Maintain arrangements for effective financial management and the preparation of accounting statements, and to ensure that the accounts conform to the requirements of Audit and Accounts regulations
4. Ensuring payments are made properly and in accordance with financial regulations.
5. Raising sales invoices promptly and correctly and ensuring payments are collected and banked promptly. Resolving any invoicing queries
6. Managing subscriptions for advertisements in the Council's newsletter
7. Preparing financial reports for the Council and its committees including monthly receipts and payments reports and financial forecasts.
8. Assisting and responding to queries raised by the internal auditor
9. Produce year end accounts and supporting statements for audit and complete the Annual Return for the Council's External Auditor
10. Reclaiming VAT on an annual basis
11. Maintaining the Parish Council Asset Register
12. Assisting the Parish Clerk in areas relating to financial, tender, budget, contract and other relevant work

**Administrative support for Planning Committee**

1. Provide administrative support for the Planning Committee. To include:
  - a. setting meeting dates
  - b. preparing and circulating agendas and associated papers in line with required deadlines
  - c. taking minutes
  - d. liaison with Shropshire Council Planning Department and submitting comments via the Shropshire Council planning portal.

**Pontesbury Pavilion Community Building**

1. Provide administrative support for the Pavilion Steering Group. To include:
  - a. setting meeting dates
  - b. preparing and circulating agendas and associated papers
  - c. taking minutes

- d. undertaking any actions agreed by the steering committee.
2. Oversee the day-to-day work of the building assistant / cleaner.
3. Working with the clerk and building assistant to arrange a programme of community support events.
4. Working with the clerk put in place and oversee health and safety requirements for the building.
5. Provide a monthly written report to Council

### **Play Area and Public Toilets**

1. Review risk assessment and inspection reports and organise any routine maintenance work required

### **Other Tasks**

1. Carry out all duties in accordance with Pontesbury Parish Council's adopted policies
2. Assist in maintaining a good Governance structure for the Council including annual review of Standing Orders, Financial Regulations and keeping an up-to- date Risk Register for the Council
3. Supporting the clerk on the development of specific projects and business plans and on occasion taking the project lead
4. Deputising for the clerk at meetings and events if required
5. Assist in keeping parish council website up to date and contributing to The Pavilion facebook page/website

January 2021