

Wolston, Brandon and Bretford Joint Burial Committee

(The 'JBC')

JOB DESCRIPTION

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| Job Title: | Clerk and Responsible Financial Officer to the JBC |
| Responsible to: | Joint Burial Committee |
| Responsible for: | All JBC staff, property, financial resources and management of contractors |
| Employment Status: | Part time - (average 7.5 hrs per week) inc. some occasional evening work |
| Salary scale: | Local Government Association SCP 9 – 15 (£12.02/hour - £13.41/hour) |

Job Purpose

1. To ensure that the JBC's civic and administrative functions and services are performed professionally and in accordance with all relevant statutory obligations.
2. To carry out all the functions required by law of a local authority's Proper Officer in a timely manner and to issue all statutory notifications.
3. To ensure that the JBC's Standing Orders and Financial Regulations are correctly observed and implemented.
4. To manage the JBC's employees effectively and to be the JBC's principal adviser on policy matters, to be responsible for all aspects of Health and Safety, manage the provision of JBC services, buildings, land and resources and to promote the JBC.
5. To be responsible for ensuring that the instructions of the JBC in connection with its function as a Joint Burial Authority are carried out and to produce all the information required for making effective decisions and to implement constructively all decisions.

Duties and Responsibilities: Clerk

1. To ensure that statutory and other provisions and notices governing or affecting the running of the JBC are observed and to advise Councillors on all meeting procedures and regulations, with particular reference to 'The Local Authorities (Cemeteries) Order 1977.
2. To be the JBC's principal adviser on all policy issues, to keep services and activities under continuous review and to identify, plan and implement improvements in quality, efficiency and effectiveness.
3. To keep up to date with changes in legislation and forthcoming changes and advise the JBC accordingly ensuring that all JBC policies and procedures meet statutory requirements.
4. To prepare and publish, in consultation with appropriate Members of the JBC, agendas for meetings of the JBC in accordance with all statutory requirements and prepare minutes for approval, other than where such duties have been delegated to another Officer.
5. To ensure that all meetings of the JBC and all meetings of its Committees, Sub-Committees and Working Parties are clerked as necessary, attending personally other than where such duties have been delegated, and to maintain the JBC attendance records.
6. To action all necessary and appropriate correspondence and documents on behalf of the JBC as a result of the instructions, or the known policy of, the JBC or, when appropriate, bring relevant items to the attention of the JBC.
7. To sign, seal and deliver any agreements, contracts, conveyances, licences, consents, approvals etc on behalf of the JBC. To ensure the JBC's planning obligations are met.

8. To provide general advice to the JBC on the budget preparation process and ensure that all Management Reports are presented to the JBC and the statutory External Audit requirements are completed each year.
9. To ensure that JBC's budget is prepared and balanced and accounts raised and invoices paid and prepare records for audit purposes and VAT.
10. To study reports and other data on activities of the JBC and on matters bearing on those activities and where appropriate, to discuss such matters with consultants and specialists in particular fields and to produce reports for circulation and discussion by the JBC.
11. To apply the principles of equality and equal opportunities as embodied in the JBC's policies and practices in order to promote equality of opportunity and treatment and the appropriate attitude and behaviour for all employees.
12. To monitor the implemented policies of the JBC to ensure they are achieving the desired result and where appropriate suggest modifications.
13. To be responsible for the management, maintenance and use of all the JBC's properties and facilities, whether through direct management or through contracts, agreements or partnerships with other parties or providers.
14. To act as the official representative of the JBC at meetings of other relevant organisations as required.
15. To maintain effective and positive press and public relations and prepare, in consultation with Councillors, press releases about the activities of, or decisions of, the JBC.
16. To promote appropriate relations and action with members of the public and develop effective liaison with other statutory and voluntary bodies in order to maintain the profile and image of the JBC and protect its views, interests and effective role in the community.
17. To continue to improve, develop and up-date the JBC's website.
18. To ensure that the JBC's obligations for financial risk assessment and insurance cover are properly compliant and that health and safety obligations under the Health and Safety at Work Act, and other related legislation, are met.
19. To continue to acquire the necessary professional knowledge for the efficient management of the JBC's affairs and to attend training courses/seminars on the work and role of the Clerk & Responsible Financial Officer, along with other activities required by the JBC.
20. To manage the arrangements to comply with the Data Protection Act 2018 and the General data Protection Regulations 2018.)
21. To undertake such duties commensurate with the level of the post and job purpose as required by the JBC from time to time. (*same wording*)

Duties and Responsibilities: Responsible Financial Officer

1. As the JBC's Responsible Financial Officer to be responsible for all financial procedures and records, and the careful administration of its finances, in compliance with all statutory obligations or other laws, provisions and notices governing or affecting the running of the JBC including:
 - (a) being responsible as and carry out all the functions required by law of the JBC's Responsible Financial Officer under S151 of the Local Government Act 1972 for all financial matters and records of the JBC;
 - (b) acting as the JBC's principal adviser on financial matters, and to be responsible for the careful administration of the JBC's finances, and the proper application and maintenance of the JBC's Standing Orders and Financial Regulations;
 - (c) ensuring that the JBC's finances are effectively managed and monitored, and to advise the JBC on

- its financial forward plan, strategy and policies;
- (d) advising the JBC and its Committees on and prepare the annual budget estimates of income and expenditure for revenue services, the capital budget programme and annual Precept requirements;
 - (e) monitoring and managing the JBC's budget expenditure and income, and to provide the JBC and Committees with a regular statement of income and expenditure under each heading in the approved annual revenue and capital budgets;
 - (f) ensuring that any Management Reports are reported to the JBC, and any statutory internal and external audit requirements are undertaken and completed each year, and any consequential action taken;
 - (g) issuing and reporting on invoices for goods and services to be paid for by the JBC, and to ensure such accounts are met and that: -
 - all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally
 - all payments made to the JBC are recorded, any necessary receipts issued, all cash and cheques received banked, all associated records kept and any queries are investigated
 - invoices are prepared and issued on behalf of the JBC for goods and services to ensure payment is received
 - all necessary records in connection with the above are maintained
 - all necessary administration and banking procedures are arranged to ensure that all full- and part-time staff wages and salaries are paid
 - petty cash accounts are operated properly, and all associated records of purchases are maintained
 - all relevant rents or charges are collected for relevant JBC services and facilities
 - all necessary Revenue and Customs, VAT, SSP and pension financial returns and/or payments are completed and dispatched on time
 - records, returns and public notices for the annual audit are prepared and the necessary public notices displayed
 - appropriate financial IT systems are in place and operated securely;
 - (h) monitoring and ensuring that the JBC's accounts are controlled, and the JBC is informed of the ongoing financial situation;
 - (i) ensuring all necessary records are prepared for audit and VAT purposes;
 - (j) ensuring that the JBC's obligations for financial risk management, including risk assessments, are properly met and where necessary risks are properly insured;
 - (k) ensuring that adequate financial security, and internal financial and accounting controls, are in place and periodically reviewed, and the accounting records of the JBC are maintained and kept up to date in accordance with proper practices;
 - (l) ensuring that an annual equipment inventory and asset register are in place;
 - (m) advising the JBC on and assist in the raising of funds by way of grants and sponsorship etc. by following the necessary consultations and processes.
 - (n) ensuring that all surplus JBC funds are invested securely and income maximized;
 - (o) to ensure that the Bribery Action requirements are complied with.
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