

LONGFORD PARISH COUNCIL

CLERK TO THE COUNCIL

And Responsible Financial Officer

Job Description

Overall Responsibilities

The Clerk to the Council/Parish Clerk will be the Proper 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. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out. The 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 person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees and sub-committees.
3. To attend all meetings of the Council and any committees and sub-committees, and prepare minutes for approval.
4. To implement the decisions made by the Council.
5. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
6. To monitor and balance the Council's accounts and bank accounts, and prepare records for audit purposes and VAT returns at least annually. To complete HMRC information in connection with salaries/wages.
7. To work with the Council to prepare its annual budget and to prepare quarterly financial reports for the Council, covering budget monitoring, fund balances, receipts and payments, payroll summary, and other relevant matters.
8. To receive, check for accuracy and prepare for payment all invoices for goods and services. To report on same to the Council at its regular meetings. Where relevant, to issue invoices on behalf of the Council for goods and services and to ensure payment is received.
9. To maintain the Council's Asset Register.

10. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council.
11. 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 administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
12. 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.
13. To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
14. To ensure that the Council's obligations for Financial Risk Assessment and Health and Safety Risk Assessment/s are properly met.
15. To act as the representative of the Council as required, including attendance at conferences/seminars.
16. To provide support with the preparation of the Council's newsletter and its distribution.
17. To maintain and update the Council website.
18. To prepare, in consultation with the Chairman, press releases about the activities of, and/or decisions of, the Council.
19. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
20. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
21. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. Suggested is membership of the Clerks' professional body The Society of Local Council Clerks.
22. To attend the Conference of the National Association of Local Council, Society of Local Council Clerk and other relevant bodies, as a representative of the Council as required and with approval of the Council.
23. To undertake any other duties or tasks from time to time as requested by the Council within their scope as Parish Council e.g. letting of allotments.