

Wall Parish Council

JOB DESCRIPTION – CLERK TO THE COUNCIL

Overall Responsibilities

The Clerk to the Council 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 function 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 Council'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 the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To operate the payroll on behalf of the Council in accordance with HMRC requirements.
4. To maintain the Council's website with general information and other details of finance and agenda/ minutes as required.
5. To ensure that the Council's obligations for Risk Assessment are properly met.
6. To ensure that the Council's obligations for Insurance and Risk Assessments are properly met.
7. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
8. To attend all meetings of the Council.
9. 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.
10. To receive and report on invoices for goods and services to be paid for by the Council and to ensure payments are made correctly. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
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 act as the representative of the Council as required.
14. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the Parish Meeting and to implement any decisions made at the Parish Meeting that are agreed by the Council.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. If not already obtained, to work towards the achievement of the Certificate in Local Council Administration within two years of appointment.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council, including membership of the Society of Local Council Clerks (for which your membership cost will be met by the Council).
18. Such other duties as may be required, commensurate with the level of responsibility of the post.