

## **JOB DESCRIPTION –**

### *CLERK AND RESPONSIBLE FINANCIAL OFFICER*

#### *TO ACOL PARISH COUNCIL (The Clerk)*

The Purpose of the role of The Clerk is to:

- 1.1 Ensure that the residents of Acol Parish receive an appropriate standard of care and good service from the Parish Council, within the constraints of its statutory responsibilities.
- 1.2 To act as the Chief Executive of the Parish Council, enacting its decisions and ensuring that all its policies and actions are lawful and in the best interests of the community.

#### Key Responsibilities:

- 2.1 The Clerk will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's Proper Officer.
- 2.2 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.
- 2.3 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 to produce all the information required for making effective decisions and to implement constructively all decisions.
- 2.4 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.
- 2.5 The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

#### Tasks

- 3.1 To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- 3.2 To monitor and balance the Council's accounts and prepare records for audit purposes and VAT, if necessary.
- 3.4 To ensure that the Council's obligations to undertake a Risk Assessment are properly met.
- 3.5 To prepare, in consultation with appropriate members, agendas for meetings of the Council and Sub-Committees. To attend such meetings and prepare minutes for approval.

- 3.6 To attend all meetings of the Council and, when required, all meetings of its committees and sub-committees.
- 3.7 To receive correspondence and documents on behalf of the Council and if possible, to deal with the correspondence or documents or if necessary, to bring such items to the attention of the Council. To issue correspondence in accordance with instructions from, or the known policies of, the Council.
- 3.8 To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- 3.9 To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate to produce reports for circulation and discussion by the Council.
- 3.10 To draw up both on his/her own initiative and suggestions by Councillors' proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
- 3.12 To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 3.13 To act as the representative of the Council as required.
- 3.14 To issue notices and prepare agendas and minutes for the Annual 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.
- 3.15 To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- 3.16 To attend training courses or seminars on the work and role of the Clerk, and such relevant skills as required by the Council.
- 3.17 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.
- 3.18 To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council including membership of the professional body, The Society of Local Council Clerks
- 3.19 To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.

**Signed:.....**

**Dated:..... Council Chair**

**Signed:.....**

**Dated:..... Clerk to the Council**