

JOB DESCRIPTION – CLERK AND RESPONSIBLE FINANCIAL OFFICER 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 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 monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees.
6. 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.
7. 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.
8. 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.
9. 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.
10. To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.

13. 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.
14. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. To work towards the achievement of the Certificate in Local Council Administration (CiLCA), as a minimum requirement for effectiveness in the position of Clerk to the Council.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council, such as through membership of a professional body e.g. The Society of Local Council Clerks (SLCC).
18. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council, as required.
19. To regularly update and maintain the Parish Council Website and Facebook page. To advise and take forward any social media developments relating to supporting the Parish Council.
20. To liaise with the Village Hall Community Interest Company (CIC) in the running of the village hall and to manage the village hall bookings.
21. To maintain and update the Parish Council notice boards.
22. To monitor receipt of Planning Applications to the District Authority relating to the village and ensure timely Parish Council comments are submitted.

Person Specification

Essential Attributes	Desirable Attributes
Educational qualifications	
Good general education: 5 GCSEs or equivalent including Maths and English	Certificate in Local Council Administration (CiLCA) (or commitment to obtaining this qualification within 2 years of commencing employment).
Work experience	
Experience of administering meetings, including preparing agendas and minutes	Previous local government experience
Experience of preparing and monitoring a budget and/or book keeping.	Experience of payroll administration and/or staff management
Experience of dealing with the public	Experience of the selection and management of contractors
Skills/knowledge and aptitude	
Good office IT skills including MS Word and Excel.	Knowledge of planning application process
Able to produce reports on financial and other subjects	Understanding of legal framework under which Parish Council operates.
Able to work independently and prioritise tasks	Knowledge of work of Parish Councils
Well-organised, able to deal with a wide range of situations and demands	
Excellent communication skills, including an ability to positively communicate to Councillors, members of the public and other agencies	
Able to act as representative of the Parish Council.	
Able to provide objective advice to Councillors, based on evidence and analysis	
Be self-motivated and have a flexible attitude	
Other	
Able to attend scheduled evening meetings (currently the second Monday of each month)	Driving licence and access to vehicle insured for business purposes.
Able to work, including attending meetings, during normal office hours	
Able to travel to attend meetings within North Somerset.	