

Job Description
Clerk to Flax Bourton Parish Council

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and is under a statutory duty to carry out all the functions of a Proper Officer. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Parish Council's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. Administrative skills are the foundation of this role. 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, as Responsible Financial Officer, will be responsible for all the financial records of the Council and the careful administration of its finances.

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1. To ensure that legal, statutory and other provisions governing or affecting the running of the council are observed.
2. Issuing summons and prepare agendas for meetings of the Council.
3. Attending all such meetings (up to one evening meeting per month) and prepare accurate minutes for approval.
4. Administering the Council's financial affairs in accordance with proper practice as a Responsible Financial Officer including monitoring the Council's accounts, managing the annual budget, and preparing financial records for audit.
5. Maintaining time sheets and utilising the PAYE system.
6. Receiving and responding to correspondence or queries from the public, Councillors and local authorities as and when required.
7. Circulating planning application notices and reporting the Council's decision.
8. Maintaining the Village noticeboards and website.
9. Monitoring the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggesting modifications.
10. Ensuring that the Council's obligations to insure and for risk assessment are properly met.
11. Keep up to date on current developments with respect to local council policies and procedures, with feedback to the full Council as necessary.
12. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
13. To work towards the achievement of the status of Qualified Clerk (if not already attained) as a minimum requirement for effectiveness in the position of Clerk to the Council.
14. Reporting to the whole Council, but specifically line-managed by the Councillor with responsibilities for Personnel.
15. Attending training courses on the work and role of the Clerk as required by the Council. The Clerk is expected to have or obtain within 12 months of taking the post the appropriate training as offered by the Society of Local Council Clerks. Further training is encouraged and supported by the Council.