

ALVINGTON PARISH COUNCIL

PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER JOB DESCRIPTION

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 of its functions, and in particular to serve or issue all 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 the Council 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 thereof.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure members are aware of their roles and responsibilities and to update members on any changes in legislation in respect of their statutory responsibilities.
3. To prepare, in consultation with appropriate members, agendas for meetings of the Council. To attend such meetings and prepare minutes for approval.
4. To receive correspondence, enquiries and documents on behalf of the Council and to deal with them appropriately or bring them to the attention of the Council where necessary. To issue correspondence as a result of instructions of, or the known policy of the Council.
5. To prepare and balance the Council's accounts and prepare records for audit purposes and VAT. To manage the payment of salaries and to pay the required tax, national insurance and pension contributions to HMRC.
6. To work with the Council to set and monitor the Council's financial budget ensuring that the resources are managed to deliver the short and long term objectives 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 ensure that the Council's obligations for risk assessment and health and safety are properly met and to ensure the safety and wellbeing of those who visit or work in the facilities provided by the Council.
9. To monitor the Council's insurance policy ensuring sufficient cover is in place for all equipment and activities.
10. 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.
11. 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 the practicability and likely effects of specific courses of action.
12. To monitor the implemented policies of the Council and to ensure they are achieving the desired result and where appropriate suggest modifications.
13. To prepare, on consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
14. To manage the Council's website, posting information as required
15. To attend training courses or seminars on the work and role of Clerk as required by the Council, and to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council
16. 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.
17. To attend if deemed appropriate, the Conference of the National Association of Local Councils, Society of Local Council Clerks and other relevant bodies, as a representative of the Council
18. Any other duties which the Council may determine from time to time