

# **STAVERTON PARISH COUNCIL**

## **CLERK TO THE COUNCIL** **And Responsible Financial Officer**

### **Job Description**

#### **Overall Responsibilities**

The Clerk to the Council/Parish Clerk 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 functions 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 prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees and sub-committees.
3. To attend all meetings of the Council and its committees and sub-committees, and prepare minutes for approval.
4. To implement the decisions made by the Council.
5. 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.
6. To monitor and balance the Council's accounts and bank accounts, and prepare records for audit purposes and VAT.
7. To prepare regular financial reports for the Council, covering budget monitoring, fund balances, receipts and payments, payroll summary, and other relevant matters.
8. To receive, check for accuracy and prepare for payment all invoices for goods and services. Where relevant, to issue invoices on behalf of the Council for goods and services and to ensure payment is received.
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 undertake all necessary activities in connection with the management of salaries, conditions of employment and work of all staff.
11. To maintain the Council's Asset Register.
12. To ensure that the Council's obligations for Risk Assessment are properly met.
13. To act as the representative of the Council as required, including attendance at conferences/seminars.
14. To prepare, in consultation with the Chairman, the Council's newsletter and arrange for its distribution.
15. To prepare, in consultation with the Chairman, press releases about the activities of, and/or decisions of, the Council.
16. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.