

## **JOB DESCRIPTION CLERK 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 Clerk will be accountable to the Council for the effective management of all its resources and employees and will report to them as and when required.

The Clerk may also be the Responsible Financial Officer and therefore 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 ensure the confidentiality of those Council matters which are not in the public domain; to ensure compliance with the Data Protection and Freedom of Information Acts.
3. (a). As RFO to manage the finances of the Council including: the preparation of annual budgets; the monitoring and balancing of the Council's accounts; the maintenance of all records including, those for audit, VAT and income tax purposes; the processing and issuing of invoices; receipt of payments due to the Council; payment of wages and statutory deduction schemes; implementation of systems of internal financial control, or if not appointed as RFO, to monitor the performance of a designated RFO.  
  
(b). To receive and report in respect of goods and services to be paid for by the Council and to ensure such accounts are met in accordance with the policies of the Council.
4. To manage the Council's tendering procedure and award of contracts ensuring that the procedures followed are strictly in accordance with the Standing Orders of the Council and its Financial Regulations.
5. To ensure that the Council's obligations for risk management including risk assessment are properly met and where necessary risks are properly insured.
6. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval other than where such duties have been delegated to another officer.
7. To issue notices and prepare agendas and minutes for the annual Parish Meeting called by the Chairman of the Council and to attend such assemblies.
8. 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.

9. To evaluate 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.
10. To advise the Council on the practicability of its proposals: to draw up details of, and manage, ad hoc projects requested by the Council, drawing on appropriate expertise as required: to advise the Council of the implications of policies.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. (a). To support Councilors in their duties and to act as a representative of the Council as required: to build effective relationships with the public, other local authorities and outside bodies and organizations including the media, and to respond to their enquiries.  
  
(b) To prepare in consultation with the Chairman and to ensure compliance against liability and litigation, press releases and response to enquiries from the media about the activities and decisions of the Parish Council.  
  
(c) To promote the Parish Council through its website and to ensure information is regularly and accurately updated.
13. To ensure the effective management of the Council's burial ground and the maintenance of all appropriate records, including its financial management; to advise the Council on burial charges and any other matters that effect the running of the burial grounds.
14. To maintain all deeds, leases contracts and other legal or confidential documentation in a safe and secure manner.
15. 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 performance of other staff; to ensure that all the Parish Council's equipment, property and land are maintained to a high standard.
16. To maintain such records and systems as are necessary for the effective administration of the affairs of the Council.
17. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
18. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. Suggested membership of the Society of Local Council Clerks is recommended but not requisite.
19. 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.
20. To prepare quarterly performance reviews to be monitored by the Council's Staffing Committee.
21. To prepare and conduct annual Appraisals of other employees in conjunction with the Council's Staffing Committee.
22. To act as Company Secretary to the Groby CIC and to ensure that the Annual Return and associated documents are completed and filed at Companies House.
23. Any other duties commensurate with the post, as notified and agreed by Council.