

CHINLEY, BUXWORTH & BROWNSIDE PARISH COUNCIL

JOB DESCRIPTION -

CLERK & 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, as per financial regulations of the Council.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To deal with all functions within the Council's responsibility including: parks and public open spaces; children's play areas and equipment; allotments; car parks; seats; noticeboards; Christmas trees, lights and decorations; planters, hanging baskets and floral displays; s.137 grants.
3. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees and Sub-Committees (if any); to attend such meetings and prepare accurate minutes for approval.

4. To keep accurate financial records (including banking, invoices, payment of accounts and HMRC payments/wages); monitor and balance the Council's accounts; and prepare records for audit purposes and VAT.
5. To advise the Council on budget matters, liaise with auditors and prepare end of year accounts.
6. To ensure that the Council's obligations for risk assessment and health & safety are properly met.
7. To keep a record of the Council's assets and ensure the Council has appropriate insurance cover.
8. To procure appropriate goods and services on behalf of the Council, receive and report on invoices to be paid for by the Council and to ensure such accounts are met.
9. To issue invoices on behalf of the Council for any goods and services and ensure payment is received.
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 practicability and likely effects of specific courses of action.
12. To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
13. To maintain and keep up to date the Council's website.
14. To ensure that the Council's activities and decisions are effectively communicated in a timely manner, particularly to local residents.
15. To assist in the organisation of local community events and initiatives, if required.
16. To act as the representative of the Council as required.
17. To issue notices and prepare agendas and minutes for the Annual Parish Meeting, to attend the Parish Meeting and to implement the decisions that are agreed by the Council.

18. 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.
19. To issue correspondence as a result of instructions of, or the known policy of, the Council.
20. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
21. 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.
22. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council (suggested is membership of your professional body The Society of Local Council Clerks).