

PIRTON PARISH COUNCIL

JOB DESCRIPTION –

CLERK TO THE COUNCIL and RESPONSIBLE FINANCIAL OFFICER

Overall Responsibilities

The Clerk to the Council will be the Proper Officer and Responsible Financial Officer of the Council. As such the Clerk is under a statutory duty to carry out all the functions of the Council, and in particular to serve or issue all the notifications as required by law of a local authority's Proper Officer. The Clerk will be 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. The clerk will be required 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 responsible for all the financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and to administer VAT records.
3. To ensure that the Council's obligations to insure are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council, (and, if required, its committees). To attend such meetings and prepare minutes for approval.
5. 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 the instructions of, or the known policy of, the Council.
6. 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.
7. 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.
8. To draw up, as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.

9. To supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.
 10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
 11. To act as a representative of the Council as required.
 12. To issue notices and prepare agendas and minutes for the Parish Meeting.
 13. To attend all meetings of the Council and such meetings of its committees as may be required by the Council.
 14. To prepare, in consultation with the Chairman, press releases about the activities, or decisions, of the Council.
 15. To attend training courses on the work and role of the Clerk as required by the Council and to work towards the achievement of the Certificate in Local Council Administration (CiLCA) qualification.
 16. To attend meetings and conferences of the Association of Local Councils (NALC and HAPTC), Society of Local Council Clerks (SLCC) and other relevant bodies, as a representative of the Council as required by the Council.
-

CLERK'S OFFICE EXPENSES,
with regard to Section 8 of the Contract of Employment

The following expenses are subject to review at the November Budget Meeting each year with any increases taking effect from 1st April following the meeting, or earlier by resolution of the Council:

- Reimbursement for use of home as Council Office £30 per month
- Reimbursement for use of telephone for Council business and reimbursement for cost of internet provider for email £20 per month
- Additional expenses – where possible any expenditure incurred on behalf of the Council should be invoiced directly to the Council. Any other ad hoc expenditure, including use of the Clerk's own credit card for online purchases, should be included in the Clerk's salary and expenses schedule and approved by the Council at the next monthly meeting.