

# **Bridge Parish Council**

## **PARISH COUNCIL CLERK/RESPONSIBLE FINANCIAL OFFICER**

### **JOB DESCRIPTION**

#### **MAIN RESPONSIBILITIES**

- 1 The 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.
- 2 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.
- 3 The Clerk will 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 all decisions constructively.
- 4 The Clerk will be accountable to the Council for the effective management of all of its resources and will report on them as and when required.
- 5 The Clerk will be responsible for all administrative matters including servicing Council meetings and any Committee meetings as and when required.
- 6 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 AS CLERK**

- 7 Ensure that statutory and other provisions governing or affecting the running of the Council are effectively implemented.
- 8 Prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. Attend such meetings. Prepare minutes for approval. Implement approved decisions.
- 9 Receive correspondence and documents on behalf of the Council and deal with the correspondence or documents or bring such items to the attention of the Council. Issue correspondence as a result of instructions of, or the known policy of the Council.
- 10 Study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, discuss such matters with others and specialists in particular fields and produce reports for circulation and discussion by the Council.
- 11 Draw up both on your 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 Monitor the implementation of Council policies to ensure they are achieving the desired result and, where appropriate, suggest modifications.

- 13 Act as the representative of the Council as required.
- 14 Ensure that all returns are completed promptly.
- 15 Maintain an appropriate filing and record system – both manual and on computer.
- 16 Ensure that the Council's obligations for risk assessment and risk management are properly met.
- 17 Prepare, in consultation with the Council or Committee Chairman, press releases about the activities or decisions of the Council.
- 18 Update the Council's website and prepare monthly copy for "On the Nail".
- 19 Undertake all necessary activities in connection with the management of your own salary, conditions of employment and work.
- 21 Issue notices and prepare agendas and minutes for the annual, or any other, Parish Meeting. Attend those meetings to implement any decisions made that are agreed by the Council.
- 22 Attend training courses or seminars on the work and role of the Clerk as required by the Council.
- 23 BPC may be able to offer some support for candidates willing to work towards the status of Qualified Clerk.
- 24 Continue to acquire the necessary professional knowledge required for the efficient management of the Council by membership of Clerk's professional body and attending conferences.
- 25 Undertake other appropriate duties as required by the Council from time to time.

#### **SPECIFIC RESPONSIBILITIES AS RESPONSIBLE FINANCIAL OFFICER**

- 27 Receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. Issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- 28 Keep accounts in the manner prescribed by the Council. Monitor and balance the Council's accounts quarterly. Prepare records for both internal and external audit purposes.
- 29 Record VAT and obtain refunds on a regular basis.
- 30 Keep appropriate salary records and comply with all HMRC requirements on income tax and national insurance.
- 31 Undertake other appropriate duties as required by the Council from time to time.