

BLEADON PARISH COUNCIL

www.bleadonparishcouncil.co.uk



PARISH CLERK / RESPONSIBLE FINANCIAL OFFICER

JOB DESCRIPTION

Overall Responsibilities

The Clerk is the Proper Officer of the Council and 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 is solely 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 Council's activities; to produce all the information required for making effective decisions; and to implement constructively all decisions.

The Clerk is accountable to the Council for the effective management of all its resources and will report to the Council as and when required.

The Clerk is the Responsible Financial Officer (RFO) and thereby 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 monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with others when appropriate, agendas for meetings of the Council, its committees/sub-committees, and other meetings as required. To attend such meetings and prepare minutes for approval.
5. To receive correspondence and documents on behalf of the Council and either to deal with same or bring items to the Council for decision. To issue correspondence as a result of 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 and to produce reports for circulation and discussion by the Council.
8. To draw up, both on 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.
9. 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 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 the representative of the Council as required.
12. To issue notices and prepare agendas and minutes for all Parish Council Meetings; to attend Parish Council Meetings; and to implement the decisions made at the meetings.
13. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
14. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
15. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
16. 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 agreed by the Council.
17. To maintain the Council's website and manage its content.