



Bleadon Parish Council

Website: www.bleadonparishcouncil.co.uk

JOB DESCRIPTION - PARISH CLERK & RESPONSIBLE FINANCE OFFICER

The clerk is employed by the council (under section 112 (1) of the Local Government Act 1972) to provide administrative support for the council's activities. The clerk's primary responsibility is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, the Clerk may be asked to research topics of concern to the council and provide unbiased information to help the council to make appropriate choices.

The clerk has a wide range of other responsibilities which are set out in the job description. The clerk must recognise that the council is responsible for all decisions and that he / she takes instructions from the council as a body. The Council must be confident that the clerk is, always, independent, objective and professional.

Specific Responsibilities

1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed, including but not confined to –
 - Full compliance with the Local Government Act 1972 and all subsequent legislation.
 - Maintenance of records of members' interests and provision of details thereof to the District Monitoring Officer.
 - To provide appropriate responses to members of the public making requests under the terms of the Freedom of Information Act, including complying with the requirements of the Data Protection Act.
2. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its Committees and the Parish Assembly; to attend such meetings and prepare minutes for approval; to ensure notices of all meetings and other relevant documents are posted on the parish notice boards as necessary; to issue summonses to Council/Committee Members required to attend meetings of the Council/Committees; to implement Council decisions.
3. Using Scribe to maintain, monitor and balance the Council's accounts and prepare records for audit, tax, NI and VAT purposes as necessary.
4. To ensure that the council's obligations for Risk Assessments are properly met.
5. To receive and report on invoices for goods and services to be paid 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.
6. To ensure that the Council's insurance obligations are properly met.
7. To receive correspondence and documents on behalf of the Council and to deal promptly and appropriately with them including bringing relevant items to the attention of the Council.
8. 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.

9. To maintain an awareness of all the activities of the Council and its Committees. To prepare 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.
10. To supervise direct employees of the Council as their line manager in keeping with the policies of the Council and to arrange for payment of salaries/expenses and deductions of tax and NI. To ensure that the conditions of employment are being fulfilled.
11. To monitor the approved policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To prepare specifications and invite tenders from contractors for works to be carried out on behalf of the Council. To report to the Council on tenders received and place instructions as directed by the Council. To ensure that the contract works are carried out in accordance with the specification.
13. To maintain the Council's records and to make provision for the safe-keeping in secure but accessible custody of all deeds, plans, records, letters, writings and other documents of or concerning the Council which shall come into the hands of the Clerk.
14. To manage the Allotments and maintain all associated records.
15. To manage the Council's website, ensuring that it is kept up to date and that all agendas, minutes and other documents are published on it in a timely fashion.
16. To provide a two hour drop in, (hours and location agreed by the Council), to provide a one-stop service point for members of the public requiring information on local authority services.
17. To act as a representative of the Council, including attending meetings and conferences as may be necessary for the proper discharge of the duties of the Clerk or as the Council may reasonably require, and to liaise with groups and organisations in the village including parishioners.
18. To prepare, in consultation with the council, press releases about the activities of, or decisions of, the Council.
19. To attend training courses and conferences as required by the Council and as appropriate to further the knowledge and experience of the Clerk.
20. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council by working towards a Certificate in Local Council Administration.
21. To maintain an awareness of, and actively pursue external sources of funding for Council projects.
22. To undertake other tasks that arise that could reasonably be considered as part of the Clerk's duties.

Commented [LS1]: Depends on whether you were thinking of a Comms Officer.