

JOB DESCRIPTION- PARISH CLERK

This document describes the role performed by the Clerk to the Parish Council.

1. Overall responsibilities

1. The Clerk is the Proper Officer and employee of the Council and as such has a statutory duty to carry out all functions of a Proper Officer required by law.
2. The Clerk ensures that the lawful instructions of the Council in connection with its functions are carried out.
3. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies.
4. The Clerk is responsible for producing all the information required for making effective decisions and implementing these.
5. The Clerk is accountable to the Council for the effective management of its resources.
6. The Clerk is the Council's Responsible Finance Officer, and responsible for all financial records of the Council, and the careful administration of its finances.

2. 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 V.A.T.
3. To ensure that the Council's obligations to insure are properly met.
4. To prepare agendas for meetings of the Council; to attend meetings and prepare minutes for approval.
5. To receive correspondence and documents on behalf of the Council; deal with these, or bring them to the attention of the Council.
6. To receive and report on invoices for goods and services to be paid for by the Council, and ensure such accounts are met.
7. To study reports and other data on activities of the Council, and discuss with the Council where appropriate.
8. To draw up, both on his/her initiative and as a result of suggestions by Councillors, proposals for consideration by the Council.
9. To monitor the implementation of Council policies.
10. To attend training courses and seminars as required by the Council.
11. To continue to acquire the necessary professional knowledge for the efficient management of the affairs of the Council.
12. To act as the representative of the Council as required.
13. To carry out other duties appropriate to his/her role as directed by the Council.

3. Review of the policy

This policy was approved by the Parish Council at its meeting on 29 October 2018 and will be reviewed annually.