



JOB DESCRIPTION – PARISH CLERK

1 Introduction

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

2 Overall Responsibilities

- 2.1. 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.
- 2.2. The Clerk ensures that the lawful instructions of the Council in connection with its functions are carried out.
- 2.3. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies.
- 2.4. The Clerk is responsible for producing all the information required for making effective decisions and implementing these.
- 2.5. The Clerk is accountable to the Council for the effective management of its resources.
- 2.6. 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.

3 Specific Responsibilities

- 3.1 To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- 3.2 To monitor and balance the Council's accounts, and prepare records for audit purposes and V.A.T.
- 3.3 To ensure that the Council's obligations to insure are properly met
- 3.4 To prepare agendas for meetings of the Council; to attend meetings and prepare minutes for approval.
- 3.5 To receive correspondence and documents on behalf of the Council; deal with these, or bring them to the attention of the Council.
- 3.6 To receive and report on invoices for goods and services to be paid for by the Council, and ensure such accounts are met.
- 3.7 To study reports and other data on activities of the Council, and discuss with the Council where appropriate.
- 3.8 To draw up, both on his/her initiative and as a result of suggestions by Councillors, proposals for consideration by the Council.
- 3.9 To monitor the implementation of Council policies.
- 3.10 To attend training courses and seminars as required by the Council.
- 3.11 To continue to acquire the necessary professional knowledge for the efficient management of the affairs of the Council.
- 3.12 To act as the representative of the Council as required.
- 3.13 To carry out other duties appropriate to his/her role as directed by the Council.

4 Review of the policy.

This policy was accepted by the Parish Council at its meeting on 18th November 2019 and will be reviewed annually.

Signed:

B Urbick