

## **Job Description**

### **Clerk to Char Valley Parish Council & Responsible Financial Officer**

#### **Overall Responsibilities**

The Clerk to the Council is the Proper Officer of the Council and is under a statutory duty to carry out all functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk is totally 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 Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.

The Clerk is the Responsible Financial Officer and is responsible for all the financial records of the Council and the careful administration of its finances.

#### **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 VAT
3. To ensure that the Council's obligations for risk assessment and to be appropriately insured are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council; to attend such meetings and prepare minutes for approval.
5. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of the 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 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.
8. To draw up, both on the Clerk's own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To act as a representative of the Council as required.
11. To issue notices and prepare agendas and minutes for the parish meeting; to attend the assemblies of the parish meeting and to implement the decisions made at the assemblies of the parish meeting and to implement the decisions made at the assemblies.
12. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
13. To attend training courses on the work and role of the Clerk as required by the Council.
14. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.