



PARISH CLERK/RESPONSIBLE FINANCIAL OFFICER JOB DESCRIPTION

Overall Responsibilities

The Clerk to the Council will be the Proper Officer and will serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk

- Will be responsible for ensuring that the instructions of the council in connection with its function as a Local Authority are carried out.
- 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 and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.
- Will be accountable to the council for the effective management of all its resources and will report to them as and when required.
- Will be the Responsible Financial Officer, responsible for all the financial records of the council and the careful administration of its finances.

General Responsibilities

- To ensure that the council acts within the law and holds effective meetings.
- To advise and implement policy.
- To manage resources.
- To maintain financial records and accounts.
- To administer finance for internal and external audits.
- To deal with electors and parishioners.
- To oversee any other person or third party engaged by the council.
- To implement decisions made at meetings before the next meeting where possible.
- To prepare and distribute correspondence with third parties in accordance with the council's instructions.

Specific Responsibilities

- To prepare and issue the precept for council approval (ensure that the information gets to the Borough council on time).
- To balance the accounts, prepare reports for council and prepare accounts for audit.
- Bank all monies received by the council promptly.
- Organise the council's insurance and annual Risk Assessments.
- Receive all goods and pay invoices, maintaining required audit trail.
- Manage cash flow and bank transfers.
- Manage claiming of VAT under the local council scheme and deal with VAT inspections.

- Monitor compliance with current Accounts and Audit Regulations applicable.
- Monitor compliance with the council's Financial Regulations.
- Maintain the council's Asset Register.
- Deal with all correspondence.
- Read/summarise all reports.
- Advise the council on action required as appropriate.
- Prepare Agendas and Minutes and issue all legal notices in a timely manner.
- Keep up to date with all aspects of council business (attending training).
- Manage and administer all council property.
- Draft and supply relevant material for publication.
- Maintain and keep the council's website updated.
- Prepare press releases for distribution to local media and relevant organisations.
- Attend to all Planning Applications for discussion at council meetings.
- Maintain and update documents pertaining to all legal legislation such as Declarations of Acceptance of Office, councillors Register of Interests, etc.
- Maintain confidentiality of information.
- Carry out or implement specific actions as decided by the council.