

**Ecchinswell, Sydmonton & Bishops Green
Parish Council Clerk
Job Description**

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be 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 person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions 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. To deal with all matters relating to PAYE, NI, VAT and pensions.
3. To ensure that the council's obligations for risk assessment and management are properly met.
4. To prepare, in consultation with the appropriate members, agendas for meetings of the council. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the council.
6. To receive and deal with, in accordance with the council's procedures, any or all correspondence and documents.
7. To receive and report on invoices for goods and services for the council and to ensure such accounts are met. To issue invoices on behalf of the council and to ensure payment is received.
8. To study reports and other data on activities of the council. Where appropriate, to discuss such matters with specialists and to produce reports for circulation and discussion by the council.
9. To draw up reports on his/her own initiative and as a result of suggestions by councillors. To present these reports for consideration by the council. To advise on the practicality and likely effects of specific courses of action.

10. To supervise any other members of council staff as their line manager in keeping with the policies of the council. To undertake all necessary activities in connection with the management of salaries, conditions of employment and the work of other staff.
11. To monitor the implemented policies of the council to ensure they are achieving the desired results and, where appropriate, suggest changes.
12. To act as the representative of the council as required.
13. To issue notices and prepare agendas and minutes for the Annual Parish Meeting. To attend the Parish Meeting and to implement the decisions made at the Parish meeting, as agreed by the council.
14. To prepare, in consultation with the chairman, press releases about the activities or decisions of the council.
15. To attend training courses or seminars as required by the council.