

Puddletown Area Parish Council

Parish Clerk and Responsible Financial Officer

Job Description (February 2018)

Overall responsibilities

The Clerk to the Parish Council is the Proper Officer of the Council and has a statutory duty to carry out all the functions and to serve all notifications required by law of a local authority's Proper Officer.

The Clerk is responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk advises Council on and assists in the formation of policies to be followed regarding the Authority's activities and supplies information required to make effective decisions and implement decisions.

The Clerk is accountable to the Council for the management of all Council's resources and reports to Council as and when required.

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

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the council are observed.
2. Be responsible for all financial accounting and control of the Council's monetary assets, invoicing, payment of bills, financial records, financial procedures, budgeting, VAT, PAYE, and related matters such as insurance, as well as the preparation of the accounts for audit.
3. To ensure that the Council's obligations for Risk Assessment are properly met. Ensure the council's physical assets are maintained in good order and undertake all necessary risk assessments of the council's physical assets as well as the annual overall risk assessment of all aspects of the council's work.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and committees in accordance with LGA. To attend such meetings and prepare minutes for approval in a timescale agreed by the Council
5. To attend all meetings of the Council and all meetings of its committees and sub-committees.
6. To act as the representative of the Council as required

7. To receive correspondence and documents on behalf of the Council. To deal with the correspondence advising councillors of the details where appropriate.
8. Dispatch promptly all notices, letters and other documents as the business of the Council shall require.
9. 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 that are agreed by the Council.
10. Attend all meetings and conferences as may be necessary for the proper discharge of the duties of the clerk or as the Council shall reasonably require.
11. Update the parish council's web site regularly and at least monthly and be responsible for social media and other communication channels used by the Council.
12. To supervise any other member of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
13. Liaise as necessary with officers and councillors of Dorset County Council and West Dorset District Council and other agencies such as the Police.
14. Seek to obtain an appropriate professional qualification, e.g. Certificate in Local Council Administration and continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. (Suggested membership of a professional body; The Society of Local Council Clerks.)
15. Keep safely and conveniently in secure but accessible safekeeping all deeds, plans, records, letters, writings and other documents of or concerning the Council or its staff and to review regularly documents to be archived or destroyed.
16. To attend meetings of PRIDE (Puddletown Recreation Improvement and Development Charity) and record the minutes for distribution and to keep the accounts for PRIDE, prepare the annual figures for the Charity Commission and produce the annual accounts for audit.