

# **Clerk to Averham Kelham & Staythorpe Parish Council**

## **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 to serve or issue all the notifications required by law of a Parish Council's Proper Officer.
- The Clerk will be solely responsible for ensuring that the instructions of the Council in connection with its functions are carried out.
- The Clerk is expected to advise the Council on, and assist in the formulation of, overall policies to be followed in respect of the Council's activities and, in particular, to produce information required by the Council for making effective decisions and to implement constructively all decisions.
- The Clerk will be accountable to the Council for the effective management of all its resources.
- The Clerk will be the Responsible Financial Officer and therefore responsible for all financial records of the Council and the careful administration of its finances

### **SPECIFIC RESPONSIBILITIES**

#### **1. Ensuring compliance with legal duties**

- Ensure that all statutory and other provisions governing or affecting the running of the Council are observed.
- Monitor the implemented policies of the Council to ensure that they are achieving the desired result and, where appropriate, suggest modifications.
- Ensure that all operations of the Council are timely and procedurally correct.

#### **2. Managing Parish Council and Parish Meetings**

- Prepare informative agendas (which specify the business to be transacted) in consultation with appropriate Councillors and once agreed ensure that the agendas are correctly circulated together with supporting documents and the minutes of the previous meeting.
- Attend all meetings of the Parish Council, take a formal Minute of the meeting and create an action log. Ensure that these actions are expedited as agreed.
- Issue notices and agendas for the Council's Annual Meeting and the Annual Parish Meeting. Attend and minute these meetings and implement the decisions made that are agreed by the Council.
- Receive correspondence and documents on behalf of the Council and, following a known policy of the Council, and in liaison with appropriate Councillors, respond on behalf of the Council where directed.

### **3. Parish Administration**

- Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in an accessible and recoverable format.
- Provide liaison between the Parish Council and other bodies such as the District and County Council

### **4. Financial Management**

- Manage the annual budget for the Parish Council and prepare financial statements as required.
- Monitor and balance the Council's accounts and prepare records for audit and VAT purposes.
- Ensure that correct financial records are kept, financial regulations are adhered to and that internal checking regimes are established.
- Receive and report on invoices for goods and services to be paid for by the Council and ensure that such accounts are settled in a timely manner.
- Research and bring forward opportunities to apply for grants to support programme aspirations.
- Manage PAYE and pension requirements, ensuring full compliance with HMRC regulations.

### **5. Communications**

- Manage the Parish Council's website and Facebook page and ensure that they are accurate and up to date.
- Identify items to post on the website and ensure that all items required to comply with the Transparency Code for Smaller Authorities are posted in a timely manner.
- Act as the representative or spokesperson of the Council as directed.

### **6. Other**

- Attend training courses to acquire and maintain the necessary professional knowledge for the efficient management of the Council's affairs.
- Carry out other reasonable responsibilities and functions as shall from time to time be required by the Council.