



Job Description

Clerk to the Council and Responsible Financial Officer

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 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 produce all 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 responsible for all the financial records of the Council and the careful administration of its finances.

Specific Responsibilities

- To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- To prepare, in consultation with appropriate members, agendas for all meetings of the Council and its committees; to attend such meetings and prepare minutes for approval.
- To issue notices, agendas and minutes for meetings and to implement decisions made following a meeting.
- To maintain the Council's financial accounts by recording transactions, monthly bank reconciliation, quarterly financial reporting, quarterly VAT returns and preparing end of year accounts for audit purposes.
- To ensure that the Council's obligations are properly met.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 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 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.
- To maintain and update the Parish Council's website.

- To draw up both on their 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.
- To interrogate all invoices received by the Council and ensure value for money on all goods and services provided, ensuring invoices are reported to the Council and paid in a timely fashion. To issue invoices on behalf of the Council for goods and services provided, ensuring payment is received.
- To supervise any other member of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.
- To act as a representative of the Council as required and attend any Meetings/Conferences/Seminars as required.
- To prepare in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- To attend to the maintenance and administration of Council amenities including the Garden of Rest, Community buildings and facilities, to include correspondence with users and contractors.
- To manage/monitor projects to improve Parish amenities in accordance with Council agreed specifications.
- To act as the conduit between councillors and members of the public, providing a effective, constructive and polite service to all stakeholders.
- To undertake continuous professional development including attendance at training courses relevant to the role of the Clerk.
- To liaise with the Borough of Telford & Wrekin, Government Departments and other Agencies as necessary.
- To undertake other tasks allocated by the Council which are within the competence and capability of the post holder.

June 2022