

JOB DESCRIPTION

Clerk to the Council & Responsible Financial Officer

***The list below may seem daunting, as the job covers many areas.
However, mentoring and training will be available, so don't let any lack of knowledge put you off. It is an interesting and worthwhile job that is fascinating!
I started with no experience and really enjoyed my time as Clerk – Sue Welch***

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 governing or affecting the running of the Council are observed.
2. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
3. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
4. To ensure that the Council's responsibilities in respect of HM Revenue & Customs PAYE and National Insurance are met.
5. To ensure that the Council's obligations for Risk Assessment are properly met.
6. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees (although there are currently no committees or sub-committees appointed).
7. To attend all meetings of the Council and all meetings of its committees and sub-committees and prepare Minutes for approval
8. To receive correspondence and documents on behalf of the Council and to bring such items to the attention of the Council, and then to deal with them a result of instructions of, or the known policy of the Council.
9. To bring planning applications made to Harrogate Borough Council to the attention of the Council in a timely manner for discussion at a Parish Council meeting, and to return comments on the instruction of the Council.

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10. 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 and to produce reports for circulation and discussion by the Council.
11. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
12. To supervise any other members 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. (There are currently no other staff employed, but there are regular contracts for grasscutting and parish caretaker work which will need managing by the Clerk.)
13. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
14. To act as the representative of the Council as required.
15. 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.
16. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
17. To upload relevant documents to the Parish Council website, according to current legislation and to instructions from the Council.
18. To attend training courses or seminars on the work and role of the Clerk as agreed with the Council from time to time.
19. To work towards the achievement of the status of Qualified Clerk if required by the Council, as a minimum requirement for effectiveness in the position of Clerk to the Council.
20. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. Suggested is membership of The Society of Local Council Clerks.