

Drayton Parish Council

Parish Clerk Job Description

Overall responsibilities

The Clerk to the Council is 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 is 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 Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.

The Clerk is the Responsible Financial Officer and responsible for the overall management of the financial records of the Council.

Specific responsibilities of Parish Clerk & Responsible Financial Officer for Drayton Parish Council

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To work in partnership with elected members to provide guidance and support to the Council.
3. To supervise an office member of staff, cover the post as necessary, and carry out the following financial duties relating to management of the Council's finances:
Monitor and balance the Council's accounts and prepare records for audit purposes according to the Accounts & Audit Regulations
Ensure the Council's investments are reviewed regularly
Liaise with the internal auditor, ensuring all relevant information is provided for audit
Prepare annual budget figures and monitor throughout the year
Complete the annual accounts and submit regular VAT returns
Manage PAYE & NI and monitor insurance policies and the cover provided
4. To ensure that the Council's obligations for risk assessment are properly met.
5. To manage the Council's assets, including buildings, sports facilities, open spaces/land and equipment.
6. To prepare, in consultation with appropriate members, agendas for meetings of the Council, committees and the Annual Parish Meeting. To attend such meetings and prepare minutes for approval.
7. 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.
8. 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.
9. 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.
10. 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.

11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To ensure that councillors understand their responsibilities under the Code of Conduct and importance of councillors maintaining their registers of interests.
13. To develop and maintain effective relationships with outside bodies including the District and County Council, Police and neighbouring parish councils.
14. To act as the representative of the Council as required, and build effective relationships with the public, press and other organisations as appropriate and in partnership with other staff and councillors.
15. To work with the Council and third parties to help secure funding for future projects.
16. To manage projects on behalf of the Council, providing regular progress reports on priorities of the Council with agreed timescales.
17. To manage any contracts the Council has entered into.
18. To ensure the Council is compliant with all relevant legislation, including Freedom of Information and Data Protection. The Clerk is the Data Protection Officer.
19. To deal with enquiries from the public, councillors and other organisations in a professional and helpful manner.
20. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council, and prepare other forms of communication (such as a newsletter).
21. To maintain the Council's website and other social media.
22. To attend training courses, seminars and/or conferences on the work and role of the Clerk as required by the Council.
23. To provide or arrange holiday/emergency cover as required.
24. To achieve the Certificate in Local Council Administration (CiLCA).
25. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of the professional body 'The Society of Local Council Clerks'.