

Napton on the Hill Parish Council Job Description

Clerk and Responsible Financial officer

Overall Responsibilities

The Clerk to the Council will be the Proper Officer and Responsible Financial Officer of the Council and as such is required to ensure that statutory and other provisions governing or affecting the running of the Council are observed.

They will be responsible for maintaining all financial records of the Council and for the careful administration of its finances.

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.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed
2. To monitor and balance the Councils accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare in consultation with appropriate members, agendas for all meetings of the Council. To attend all meetings of the Council and produce minutes for approval.
5. To pro actively undertake research and produce reports for Councillors particularly in relation to new or emerging work areas.
6. 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 issue correspondence as a result of instructions of, or the known policy of the Council.
7. 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, including from any property or facility leased out by the Council, eg the Allotments.
8. To undertake the monthly payroll function for the Council.
9. To supervise any contractors employed to do work on behalf of the Council to ensure successful delivery against the terms of the contract
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 on his/ her initiative (and as a result of suggestions by Councillors), proposals for consideration by the Council and to advise on the likely impacts of specific courses of action.

12. To provide ongoing management of and tracking of progress on the implemented decisions of the Council to ensure they are achieving the desired result and where appropriate suggest modifications
13. To ensure all decisions are carried out promptly and accurately, with timely feedback to Councillors as appropriate
14. To successfully build relationships with other agencies, in particular the Local Planning Authority, with a view to providing guidance for Councillors to facilitate effective decision making.
15. To act as the representative of the Council as required
16. To prepare in consultation with the Chair, press releases about the activities of, or decisions of, the Council
17. To work in close liaison with the Chair to ensure effective continuity of business including providing briefings prior to monthly meetings.
18. To attend training course or seminars on the work and role of the Clerk as required by the Council
19. To be responsible for preparing and keeping up to date a register of the council's property/assets, ensuring they are regularly inspected, maintained and covered by adequate insurance.
20. To be responsible for and keeping up to date the council's website and geographical information system.
21. Any other duties which the Council might reasonably require from time to time, in line with the core responsibilities.