

# HAMBLETON PARISH COUNCIL

## JOB DESCRIPTION –

### CLERK TO THE COUNCIL

#### **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 ensure the confidentiality of those Council matters which are not in the public domain; to ensure compliance with the Data Protection and Freedom of Information Acts.
3. (a) As RFO to manage the finances of the Council including: the preparation of annual budgets; the monitoring and balancing of the Council's accounts; the maintenance of all records including, those for audit, VAT and income tax purposes; the processing and issuing of invoices; receipt of payments due to the Council; payment of wages and statutory deduction schemes; implementation of systems of internal financial control.  
(b) To receive and report in respect of goods and services to be paid for by the Council and to ensure such accounts are met in accordance with the policies of the Council. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
4. To manage the Council's tendering procedure and award of contracts ensuring that the procedures followed are strictly in accordance with the Standing Orders of the Council and its Financial Regulations.

5. To ensure that the Council's obligations for Risk Assessment are properly met including ensuring adequate Insurance is in place.
6. To prepare and issue agendas for all meetings of the Council. To attend such meetings and prepare minutes for approval. To prepare and display notices, agendas and minutes on the Parish Notice Board and website for all meetings. To place a monthly item in the newsletter and other articles as required.
7. To receive correspondence and documents by post and email 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. Also to deal with any telephone enquiries. To maintain such records and systems as are necessary for the effective administration of the affairs of the Council.
8. 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, deductions of Income Tax and National Insurance Contributions etc.
9. To act as the representative of the Council as required and attend meetings of other relevant bodies as a representative of the Council as requested.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To promote the Parish Council through its website / Facebook page and to ensure information is regularly and accurately updated.
12. To ensure that all the Parish Council's equipment, property and land are maintained to a high standard.
13. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
14. Any other duties as may be required which are commensurate with the post.