

# MEARE PARISH COUNCIL

## Job Description

### Parish Clerk and Responsible Financial Officer

#### **Overall Responsibilities**

The Clerk to the Parish Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all of the functions, and 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 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 be 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 monitor and balance the Council's accounts and prepare records for audit purposes and VAT. Meare PC uses the Scribe Accounting programme and on-line banking with the Co-Op Bank.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and working groups.
6. To receive correspondence and documents on behalf of the Parish Council and to deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence because of the 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.
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 on their own initiative, suggestions by Councillor's, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To undertake all necessary activities in connection with the management of salaries, conditions of employment and work of any additional staff employed by the Council.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To deliver a range of community projects as directed by the Parish Council and in accordance with the current Council priorities.
13. To act as a representative of the Council as and when required.
14. 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.
15. To prepare, in consultation with the Council, press releases about the activities of the Council, ensuring full use of web site and social media. To prepare and submit articles for the parish magazine as required.
16. To manage the website and ensure it is accurate and up to date.
17. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
18. To strive always to improve the Parish Council, with an ambition to aim towards achieving Quality Council status.

19. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. To have obtained or strive to obtain CiLCA qualifications within an agreed timeframe.
20. To invoice and liaise with Meare Allotment Association over the annual rent charged in January and other bodies as required.
21. To have a working knowledge of Microsoft programmes, in particular Word and Excel.
22. Attendance and active involvement in council clerks support organisations is encouraged., particularly the Society of Local Council Clerks and Somerset Association of Local Councils

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*Amended and updated by Meare Parish Council – June 2024*