



## **JOB DESCRIPTION**

### **CLERK TO BAYSTON HILL PARISH 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 required 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 and legal decisions and to implement effectively and promptly all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to Council as and when required by the Council. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances. Reference and compliance with all Council policies, including Standing Orders and Financial Regulations, where they touch any of the listed responsibilities below.

#### **Specific Responsibilities**

1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are complied with and implemented.
2. To monitor and balance the Council's accounts and prepare as required records for audit purposes and VAT. Preparation of submissions for Internal Audit and External Audit meet legal timeframes.
3. To ensure that the Council's obligations to adequately insure are properly met.
4. To be responsible overall for preparation, in consultation with appropriate members, agendas for meetings of the Council and its Committees; to attend such meetings and prepare minutes for approval. Delegation to other officers is permitted.
5. 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 the instructions of, or the known policy of the Council.

6. Being ultimately responsible for, but delegation to other officers is permitted, 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 to ensure payment is received. Scribe accounting will be the main financial system supporting order management and invoice generation with the requirement being to integrate more fully Scribe software.
7. To study reports and other data that impact on the activities of the Council and on matters bearing on those activities. Where appropriate or when instructed to discuss such matters with administrators and specialists in particular fields.
8. To draw up costed proposals with timescales as a result of motions approved by Councillors and to advise on implications/practicability and the likely effects on specific courses of action particularly those of a financial nature.
9. To supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment, work and appraisal of other staff.
10. To implement and monitor policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications, reporting back to Council in a timely manner. To ensure the review of policies/procedures and Standing Orders are built into annual meeting timetables.
11. To act as a representative of the Council as directed and approved by Council.
12. To ensure the Council properly follow the legalities surrounding Parish Meetings which stipulate at least one meeting is held annually and the part the Council must play in organising, facilitating and administering.
13. To ensure that all meetings of the Council and all meetings of its committees are clerked with the approval of respective Chairs.
14. To prepare, in consultation with the Chairman, press releases, publicity (using BHPC website and social media channels) and Newsletter about the activities or decisions of the Council.
15. To attend training courses as authorised by the Council.
16. It is desirable that the postholder has attained their Certificate in Local Council Administration (CiLCA) (or equivalent) or there is a commitment to work towards attainment in an agreed timeframe. In addition, Council recognises the importance of Continuous Professional Development (CPD points recorded) and Council will finance appropriate CPD to maintain the effectiveness of the qualified Clerk to the Council. The Society of Local Council Clerks (SLCC) is a professional body for Parish Clerks and they deliver a yearly bespoke CPD program.

17. To attend at the direction and approval of Council, conferences and seminars of relevant bodies (National Association of Local Councils, Shropshire Association of Local Councils, authorised training events and others), as a representative of the Council.
18. To attend to all the administration of the Councils Allotments, Recreation Grounds, Sporting Facilities and Amenities/Services including correspondence, invoicing and liaison with users and other service providers. Delegation to other officers is permitted.
19. An appraisal procedure and policy are currently in place. The Council reserve the right to review this and with appropriate staff consultation make changes/update as required. The Clerk will have two formal review meetings each year, with informal conversations each month with the Chair, to check progress on set objectives and to ensure that the Council is providing effective support. The Clerk will have their formal reviews undertaken by nominated council member(s) while other staff will be appraised by their line manager quarterly.

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