

**JOB DESCRIPTION –
CLERK AND RESPONSIBLE FINANCIAL OFFICER**

Job Summary

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 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. 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 the financial records of the Council and the careful administration of its finances.

Main Duties and Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed and to advise Councillors on meeting procedures/regulations
2. To monitor and balance the Council's 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 supervise 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 staff.
5. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees and to attend such meetings and prepare minutes for approval.
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.
 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 attend all ordinary and extraordinary meetings of the parish council including committee meetings.
 11. 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.
 12. To manage and safeguard all property owned, leased or used by the Council.
 12. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
 14. To act as Data Protection Manager and ensure compliance with the Freedom of Information Act.
 15. To act as the representative of the Council as required.
 16. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council and to liaise with the media and carry out public relations activity to enhance the profile of the council and promote the interests of the Council.

17. To be responsible as an officer and employee under the Health & Safety at Work Act for his/her own safety at work and to take reasonable care for his/her health and safety and that of other persons who may be affected by his/her acts or omissions at work
18. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
19. If not already attained, to work towards the achievement of the status of Qualified Clerk; Study for the Certificate in Local Council Administration will commence after 12 months of taking up post.
20. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. The Parish Council will pay the subscription fee required for the SLCC
21. To carry out such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.

Additional Responsibilities

To help ensure that the Parish Council plays a significant role in improving the social, economic and environmental well-being of the Parish and, in doing so, to liaise effectively with key partners including Cornwall Council, other local councils, the local business community, the Police, the voluntary sector and other agencies.