Grafton Underwood Parish Council

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Clerk to Grafton Underwood Parish Council
Job Description

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 also be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

- To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- To monitor and balance the Council's accounts and prepare records for audit purposes and VAT. To reclaim VAT where appropriate
- To produce an annual budget, to inform the precept demand, and to ensure it is regularly monitored

- To ensure that the Council's obligations for Risk Assessment are properly met.
- To advise on appropriate Insurance cover for the Council
- To run basic payroll and ensure timely reporting to HMRC
- To prepare, in consultation with appropriate members, agendas for meetings of the Council. To ensure publication within legal timeframes and to attend such meetings and prepare minutes for approval.
- 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.
- 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 if applicable.
- 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.
- 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.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To act as the representative of the Council as required.
- 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.
- To ensure the Council’s obligations in terms of responding to planning applications affecting the parish, are met
- To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.

- To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
- To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.
- To keep the council's website up to date and to promote the use of its services and those of other local public services via the council's social media account