Job Description - Clerk to Kilsby Parish Council

(This is to be read in conjunction with Contract of Employment between Kilsby Parish Council and the Clerk to Kilsby Parish Council)

The Clerk shall act as

1. The Council's Proper Officer

2. The Responsible Financial Officer

Job Description Overview
The Parish Clerk will be accountable to the Council for the effective management of all its resources. The Clerk will be responsible for ensuring that the lawful instruction of the Council in connection with its function as a local authority are carried out. The Clerk will be the "Proper Officer" and as such is under a statutory duty to carry out all functions and to serve statutory notifications. As RFO the clerk will be responsible for the Council's financial records and administration of its finances.

and shall undertake the following duties:

3. Ensure that statutory and other provisions governing or affecting the running of the Council are observed and properly undertaken

4. Undertake the duties of Responsible Financial Officer and be responsible for preparation and submission of records for audit purposes and VAT in line with current legislation

5. To take appropriate action to ensure that all Council elections and co-options are undertaken in accordance with legal requirements.

6. To ensure that the Council's Standing Orders and Financial Regulations are properly observed and implemented.

7. Ensure that the Councils obligations for risk assessment and insurance are property met.

8. Attend the Council's regular monthly Meetings (normally held on the first Tuesday of each month, except August) and the annual budget setting Meeting (normally held in November)

9. Attend such other extra Council Meetings as may be arranged

10. Receive and act upon requests made in due time from Councillors for items to be placed upon the agenda of Council Meetings

11. Produce and publish at the statutory time Agenda for all Council Meetings, where necessary in consultation with the Chairman of the Council, and deliver to all Parish Councillors

12. Produce and publish draft Minutes of any Council Meeting within 7 working days of that Meeting and deliver to all Parish Councillors, by e-mail if convenient

13. Take action on all decisions of the Council taken in Meetings within 9 working days (calculated Monday – Friday inclusive), unless the Council has directed otherwise or an earlier response has been requested by correspondents

14. Ensure that copy of items arising from Council Meetings are published promptly.

15. Receive correspondence to the Council and refer any items which require urgent attention to the responsible Parish Councillor, where such delegation has been made by the Council, or to the Chairman, where no such delegation has been made

16. Issue instructions to and direct, where necessary, any person or volunteer working on behalf of the Parish Council

17. Keep safely and conveniently in secure but accessible custody, all deeds, plans, records, letters or other documentation concerning the Council.

18. Maintain an up-to-date list of all Councillors, Council contractors, paid workers of the Council, volunteers acting on behalf of the Council, District and County Councillors for the Ward, together with contact details

19. Maintain an up-to-date list of all Council nominees serving on other bodies, together with details of re-appointment, if applicable

20. Receive communications from and provide information to the public, on request, in relation to Council matters and make available to the public, on request, any documentation covered by publications regulations at any reasonable time, normally between Monday – Friday, 9 a.m. – 6 p.m.

21. Attend such training courses and meetings on behalf of the Council, as the Council shall direct

22. Attend and minute the Annual Parish Meeting

23. Be responsible for the prompt ordering of materials and supplies on the instructions of the Council

24. Be responsible for the prompt payment of invoices on the instructions of the Council

25. Efficiently maintain the Council's bank accounts

26. Keep on-going records of Council income and expenditure and produce to the monthly Meeting of the Council an up-to-date statement of the Council's financial position against budget

27. Monitor, together with the Council's internal auditor, the financial position of the Council against budget, producing promptly to the internal auditor such information as shall be requested, and reporting to the Council thereon

28. Publish promptly notices of all planning applications, and all such other official notices as may from time to time require to be published, and to distribute planning applications promptly to Councillors

29. Circulate promptly to Councillors any correspondence following the regular monthly Council meeting

30. To be the Councils principle advisor on all policy issues, to keep up to date with changes in legislation and advise the Council accordingly.

31. Maintain a Parish Council diary

32. Undertake all such other lawful duties as the Council or the Chairman shall from time to time request