

FALDINGWORTH PARISH COUNCIL

JOB DESCRIPTION – CLERK/RFO TO THE 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 functions required by law of a local authority's Proper Officer. The Clerk will be responsible for ensuring that the instructions of the Council with regard to 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 with regard to the Authority's activities and to production all the information required for making effective decisions and to implement constructively all decisions. The Clerk 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 Finance Officer, and will be responsible for all the financial records of the Council and the careful administration of its finances.

Specific Duties

1. To ensure that legal, 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 internal and external audit purposes and VAT.
3. To maintain necessary records for payment of own salary, as required by HMRC
4. To ensure that the Council's obligations to insure are properly met.
5. To prepare, in consultation with the Chairman agendas for meetings of the Council and its committee(s) ; to attend such meetings and prepare minutes for approval.
6. To receive correspondence and documents on behalf of the Council and 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.
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 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.
9. To draw up, both on one's own initiative and as a result of suggestions by councillors, proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To act as a representative of the Council as required.
12. 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.
13. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
14. To maintain and update as necessary the Council's website
15. To ensure confidentiality of those matters which are not in the public domain; to ensure compliance with the Data Protection and Freedom of Information Acts.

16.To attend training courses on the work and role of the Clerk as required by the Council and to work towards obtaining the CiLCA qualification as a minimum requirement if not already held.

April 2021