

JOB DESCRIPTION – CLERK TO COLEHILL PARISH COUNCIL

Overall Responsibilities

The Clerk to the Parish 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, and that the Council's Standing Orders and Financial Regulations are adhered to.

The Clerk is expected to advise the Council on, and assist in the formulation of, overall policies to be followed in respect of the Council's activities. In particular to produce all the information required for it to make effective decisions and to implement those decisions constructively.

The person appointed will be accountable to the Council for the effective management of all its resources and to report to the Council as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances. The Clerk will also be responsible for the administration and management of the Council's contracts.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To prepare, in consultation with the Chairman, agendas for all meetings of the Council and prepare minutes for approval by the Committees/Council.
3. To issue notices and prepare agendas and minutes for the Annual Parish Meeting: to attend the Annual Parish Meeting and to implement the decisions made at the meeting that are agreed by the Council.
4. To prepare the Council's calendar of meetings.
5. To attend all meetings of the Council and all of its committees/sub-committees, which are all usually held on Tuesday evenings.
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 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.

8. 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.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To maintain the Council's notice boards, website and social media accounts.
11. To arrange the following:
 - (a) the Chairman's Annual Reception;
 - (b) the Remembrance Day road closures;
 - (c) the order of the Community Christmas Tree.
12. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
13. To undertake the Certificate in Local Council Administration (CiLCA) qualification within the first year of employment.
14. To prepare for and attend an appraisal at least every 12 months with the Chairman.
15. To maintain and safeguard the Council's office equipment, documents and software, including Microsoft Office suite and AdvantEDGE accounting software.
16. To be available to take and respond to telephone calls and urgent emails during a 4-hour core period (for example, 9.00 am to 1.00 pm) Monday to Friday. within the 37-hour working week.
17. To ensure that the telephone answering machine is functioning 24 hours/day, 7 days/week.
18. To keep the financial records of the Council up to date throughout the year and prepare records for audit purposes and VAT.
19. To co-ordinate the annual grant aid applications.
20. Prepare the budget for Council approval and submit, on behalf of the Council, the annual precept request.
21. 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.

22. To ensure that the Council's obligations for Risk Assessment, including obtaining the Council's insurance policy, are properly met.
23. To regularly inspect the Council's play areas and street furniture, and arrange for the annual tree management of the Council's woodland.
24. To ensure that the annual access licence fee is received from the three properties at Kyrchil Way.
25. To manage the administration of the Council's contractors and oversee the execution of the contract with the assistance of Councillors, where required.
26. To act as the representative of the Council as required.
27. To undertake all other duties as the Council may reasonably require.