



JOB DESCRIPTION

CLERK TO THE COUNCIL & RESPONSIBLE FINANCIAL OFFICER

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

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are adhered to.
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 meet with committee chairmen to prepare agendas for meetings of the Council and Committees. To attend meetings, prepare minutes for approval and implement decisions in a timely manner
5. To attend all meetings of the Council and all meetings of its committees and sub-committees
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents in accordance with the council policy. To issue correspondence as a result of instructions of, or the known policy of the Council. To bring a summary of such to full council.
7. To implement an order system and ensure payments comply prior to signature of authorised councillors. To issue invoices on behalf of the Council for goods and services and to ensure payment is received as per council policy.
8. To supervise any other 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 other staff.

11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. To attend and issue notices and prepare agendas and minutes for the annual Town Meeting
14. To prepare, in consultation with the Chairman of council, press releases about the activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. To be responsible for a proactive website and social media page.
17. To ensure regular monitoring of contractors against contracts and report to full council.