



## **JOB DESCRIPTION – CLERK TO CHARLESWORTH PARISH COUNCIL**

### **Overall Responsibilities**

The Clerk to Charlesworth Parish Council (referred to as the Council from here on) 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 observed.
2. To keep the financial records of the Council up to date throughout the year and prepare records for audit purposes and VAT and submit on behalf of the Council the annual precept request.
3. To ensure that the Council's obligations for Risk Assessment and to ensure are properly met.
4. To prepare, in consultation with the Chair, agendas for meetings of the Council. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and to implement the decisions made at the assemblies that are agreed by the Council.
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. This includes email as well as postal correspondence and in addition a Facebook account.
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 and 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 and to produce reports for circulation and discussion by the Council.

9. 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.
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 the representative of the Council as required.
12. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
13. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
14. To maintain the Council website.

### Person Specification

	Essential	Desirable
<b>Experience</b>	Knowledge and understanding of Minute taking  Basic Accountancy Skills	Experience of working in Local Government Administration  Preparing financial statements and final accounts
<b>Skills</b>	Ability to communicate effectively, orally, in writing and electronically, and to present views positively  Ability to use Microsoft Office  Ability to develop working relationships with people at all levels  Ability to work efficiently and effectively on own initiative	
<b>Knowledge</b>	Knowledge of all tiers of local government and their inter-relationship	
<b>Qualifications</b>		Certificate in Local Administration (CILCA)
<b>Equal Opportunities</b>	A knowledge, awareness, and commitment to equal opportunity policies	
<b>Other Requirements</b>	Maintain confidentiality relating to the work  Access to a vehicle	