

Preston Bissett Parish Council Clerk Job Description - December 2019

- 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 is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and in particular to produce 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 responsible for all financial records of the Council and the careful administration of its finances. NOTE: The Council's RFO is a councillor who for this purpose reports to the Parish Clerk

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. Ensuring the Council has the documentation and information for operating lawfully in place and in accordance with standard practice.
3. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To issue notices and Council Communications on public noticeboards and village website and circulate as appropriate. To attend such meetings and prepare minutes for approval.
4. 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 provide administrative support to Councillors on Council business. To issue correspondence as a result of instructions of, or the known policy of, the Council.
5. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
6. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT. To ensure all relevant financial information is publicly available on the village website
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 monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
9. To act as the representative of the Council as required (including liaison with other levels of Local Government – District and Council).
10. To attend training courses or seminars on the work and role of the Clerk as required by the Council.

