



JOB DESCRIPTION

POST: Parish Clerk and Responsible Financial Officer

POSITION REPORTS TO: Disley Parish Council

LINE MANAGER: Personnel Committee

LOCATION: Disley and Newtown

OVERALL RESPONSIBILITIES

The Parish Clerk 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 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 Assessments and insurances are properly met.
4. To act as the Council's Data Protection Officer.
5. To prepare, in consultation with appropriate members, agendas for meetings of the Council and relevant Project Teams. To attend such meetings and prepare minutes for approval.

6. To receive correspondence and documents on behalf of the Council and to reply to these or bring them to the attention of the Council. To reply as a result of Council instructions, with the known policy of the Council.
7. To oversee the receipt of invoices for goods and services provided to the Council and to ensure such accounts are met. To oversee the issuing of invoices for goods and services provided by the Council and ensure payment is received. To report on all income and expenditure.
8. To study reports and other data relevant to the activities of the Council and, where appropriate, seek specialist knowledge and produce reports for circulation and discussion by the Council.
9. To maintain a good understanding of community needs and to develop and recommend plans and long-term strategies for the Council to address these needs.
10. 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 the practicability and the likely effects of specific courses of action.
11. To supervise all 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 staff welfare.
12. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
13. To act as the representative of the Council as required.
14. To effectively manage, protect and maximise the utilisation of the Council's assets such as Disley Community Centre, land assets, allotments etc.
15. To issue notices and prepare agendas and minutes for Annual Parish Meeting and to attend this meeting implement any decisions agreed by the Council.
16. To prepare, in consultation with the Chair, news releases about the activities of, or decisions of, the Council.
17. To oversee and manage any Council projects and events undertaken by the Council for the community.
18. To attend training courses or seminars on the work and role of the Clerk as necessary.

- 19.** To achieve the Certificate in Local Council Administration (CiLCA) qualification within 24 months of commencement of employment (unless already held).
- 20.** To continue to acquire professional knowledge for the efficient management of the affairs of the Council e.g. through membership of The Society of Local Council Clerks (SLCC) and attendance of relevant meetings, seminars and conferences.