Job Description
Parish Clerk, Proper Officer & Responsible Finance Officer, Elmswell Parish Council

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. In addition, the Clerk will act as Line Manager to Parish Office staff and to the General Manager of the Elmswell Tavern and Wesley Coffee Shop/Hall.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed, in particular, to advise the Council on matters of procedure and applicable local government law.

2. To monitor and balance the Council's accounts and prepare records for audit purposes and to ensure that the Council's financial obligations, including those in relation to VAT are met.

3. To ensure that the Council's obligations for Risk Assessment are properly met.

4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.

5. To attend all meetings of the Council and all meetings of its Committees and Sub-committees, Advisory Committees and Working Parties, including extraordinary meetings, unless such attendance be excused by the relevant Chair, or unless the Council should deem otherwise and to attend the Elmswell Annual Parish Meeting.

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 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 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 in all dealings with external on behalf of the Council or of its Committees, Advisory Committees or Working Parties.

13. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.

14. To prepare, in consultation with the Chairman, 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 work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.

17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council

18. To attend the meetings and conferences of Suffolk Association of Local Councils and other bodies as relevant.

19. To be subject to the Council's performance management and appraisal policy.

20. To undertake any additional duties and responsibilities which might be appropriate to the post.
    It is agreed that the list of responsibilities and duties is not intended to be exhaustive and that the duties of the post may be varied at any time following discussion with the postholder.