

CLERK TO DUNCHIDEOCK PARISH COUNCIL

JOB DESCRIPTION

Overall Responsibilities

1. The 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.
2. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
3. 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.
4. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration and reporting 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, report and balance the Council's accounts and prepare records for audit purposes and VAT
3. To prepare, in consultation with the Chairman, agendas for meetings of the Council and to email to Councillors and place, or arrange to have placed, a copy on each parish notice board one week before the meeting
4. To attend such meetings and prepare minutes for approval (to the timetable agreed by the Council) and to implement the decisions agreed by the Council.
5. 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.
6. To issue correspondence as a result of instructions 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.
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 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 act as the representative of the Council as required.
11. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.