

## **JOB DESCRIPTION**

### **CLERK TO NEMPNETT THRUBWELL PARISH COUNCIL**

#### **Overall Responsibilities**

The Clerk to the Council is the Proper Officer and employee 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. Unless separately appointed, the Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

The Clerk is the responsible officer in respect of the Health and Safety at Work Act 1974, in regard to his/her own safety, the safety of other employees and that of members of the public, customers or other persons visiting any of the Council's premises.

#### **Specific Responsibilities**

1. To ensure that legal, 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 to insure are properly met.
4. To prepare, in consultation with appropriate Councillors as necessary, agendas for meetings of the Council and its committees. To attend such meetings and prepare minutes for approval.
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.  
To issue correspondence as a result of instructions of, or the known policy of the Council.

6. 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.
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.
8. 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 practicality and likely effects of specific courses of action.
9. To manage and supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment, discipline and work of other staff in accordance with any current or future employment legislation.
10. To monitor the implemented policies of the Council to ensure that they are achieving the desired result and where appropriate suggest modifications.
11. To act as the representative of the Council as required.
12. To issue notices and prepare agendas and minutes for the Annual Parish Meeting: to attend the assemblies of the Parish Meeting. The agendas need to be posted on notice boards at least 5 working days in advance of meetings and that draft minutes should be forwarded to the chairman within a week of each meeting. To implement the decisions made at the meetings.
13. To attend all meetings of the Council and all meetings of its committees and sub committees.
14. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council. To ensure that the web site and Transparency Code are kept up to date.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
17. To be responsible as an officer and employee under Health & Safety at Work Act for his/her safety at work and to take reasonable care for his/her health and safety and that of other persons who may be affected by his/her acts or omissions at work.