

CLERK AND RESPONSIBLE FINANCIAL OFFICER
KELVEDON PARISH COUNCIL

JOB DESCRIPTION

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 in line with the relevant statutes.

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 Management are properly met.
4. To maintain and manage the Council's Asset Register, arrange and manage the safekeeping of important documents such as land deeds and associated papers, and other historical records of the Council.
5. To prepare, in consultation with appropriate member, agendas and information for meetings of the Council and Committees. To attend such meetings and be responsible for minutes for approval.
6. To attend all meetings of the Full Council and all meetings of its committees and sub-committees, other than where such duties have been delegated to another member of staff.
7. To manage, maintain and keep accurate records of the plots at the allotment site, and the car parks, and to supervise the areas.
8. To manage and maintain provision of the Council's amenities.

9. To administer, in conjunction with the appointed accountancy firm, the monthly Payroll including Pensions, Tax and NI.
10. To administer the Kelvedon Parish Council Pension scheme.
11. To prepare quarterly VAT returns to HMRC.
12. To receive correspondence and documents on behalf of the Council and to deal with 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.
13. 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.
14. 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.
15. To draw up, both on their own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the practicability and likely effects of specific courses of action.
16. 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.
17. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
18. To arrange, issue notices, prepare agenda, minutes, financial information and any other required information for the Annual Parish Assembly, attend and take minutes.
19. To prepare, in consultation with the Chairman, PR about the activities of, or decisions of, the Council, according to policy and maintain the Parish Council's social media presence.
20. To maintain the Parish Council's website, ensuring it is kept up to date with regard to relevant legislation and the Local Council Awards requirements.
21. To assist with the preparation of the Kelvedon local magazine at quarterly intervals through the year, if required.
22. To attend training courses or seminars on the work and role of the Clerk and Council, as required by the Council.

23. To keep the currently held CiLCA qualification up to date or work towards the achievement of the status of Qualified Clerk (CiLCA), whichever applies, as a minimum requirement for effectiveness in the position of Clerk to the Council.
24. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. Membership of the professional body, The Society of Local Council Clerks, is suggested.
25. To maintain the Council's Local Council Award status and continue to work towards the next.
26. To attend AGMs and conferences of the National Association of Local Councils, the Society of Local Council Clerks, Essex Association of Local Councils and any other relevant bodies, as a representative of the Council, as required.
27. To undertake any other reasonable duties as may be commensurate with the post.

This job description is not an exhaustive list and will be reviewed and updated as required and as the job evolves in conjunction with the post holder.