



Griston Parish Council

JOB DESCRIPTION JD01

PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

Quality Control & Authorisation					
Version	Dated	Council Authorisation	Name	Signed	Appointment
1	12 Dec 24	Jan 25	Shane Barber		Chair

CONTENTS

1. Introduction
2. Specific Responsibilities
3. Qualifications
4. Location & Hours

1. Introduction

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 responsible for ensuring that the instructions of the Council in its function as a local authority are carried out.

The Clerk is expected to advise and assist the Council on overall policies to be followed in respect of the Council's activities, and in particular to produce all the information required for make and implement effective decisions.

The Clerk 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 administration of its finances.

The Clerk will be the *de facto* primary point of contact (POC) between the Council and all external bodies, subject to the provisions of the Council's Policy 001 – Communications.

2. Specific Responsibilities

- To ensure that statutory and other provisions governing or affecting the running of the Council are up to date, observed and periodically reviewed.



Griston Parish Council

JOB DESCRIPTION JD01

PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

- Ensure that all Declarations of Councillors' Interests, Acceptances of Office, Standing Orders and the Code of Conduct are completed and available to Councillors
- Assist in the filling of any Councillor or staff vacancies on the Council.
- As Financially Responsible Officer
 - Council accounts:
 - To monitor and balance the Council's accounts;
 - Prepare monthly budget monitoring reports;
 - Manage all bank and savings accounts;
 - Regularly reclaim VAT from, and make any payments to, HMRC
 - Prepare all records and documents for internal and external audits;
 - Arrange the Annual Audit
 - Complete and submit the annual AGAR return.
- Ensure that the Council's Risk Assessment and insurance obligations are properly met and annually reviewed by taking part in the annual Asset Register review.
- Receive, report on and promptly pay valid invoices for goods and services to the Council and to periodically review all services and contracts to ensure that the Council is receiving "best value".
- Council and Committee meetings:
 - Prepare and issue, in consultation with appropriate members, agendas
 - Arrange and attend all Council, Committee and the Annual Parish Meeting
 - For all meetings, record, prepare and issue minutes for approval.
- Receive correspondence and documents on behalf of the Council and to deal with them or bring such items to the attention of the Council.
- Issue correspondence as instructed by, or as a result of the policies of, the Council, including lodging all statutory consultee Council representations on planning applications within the time frame given by the Local Planning Authority.
- Study reports and other data on activities of the Council. Where appropriate, discuss such matters with others to produce reports for circulation and discussion by the Council.
- To advise on practicability and likely effects of proposals for consideration and decisions made by the Council and advise on specific courses of action.
- Monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.



Griston Parish Council

JOB DESCRIPTION JD01

PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER

- Prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- To attend training courses or seminars on the work and role of the Clerk as required by the Council and to maintain sufficient professional knowledge.

2. Qualifications

Personal Qualities

- Personable and able to communicate effectively with a wide range of people
- A good deal of common sense and empathy
- Confidence to handle the administrative work
- A good time manager and organiser
- Financially astute and capable
- Able to translate official documents and legislation into understandable terms
- Have a sense of public duty and want to help others in the community
- Honesty, openness and trustworthiness
- Reliability, commitment and consistency.

Professional

- CILCA certificate (may be trained at Council expense)
- Microsoft Office literate
- Driving Licence (or equal mobility option)
- Book keeping skills

3. Location & Hours

The Clerk role is anticipated to be a mix of home and meeting based

The role is part time working an average of 6 hours per week depending upon the needs of the Council so flexibility is required.

Attendance at Parish Council meetings is required and these generally take place in the evening.

The Clerk may also be required to attend some Committee meetings and these may take place during the day or evening.