



TROTTSCLIFFE PARISH COUNCIL

Parish Clerk's Job Description

Overall Responsibilities:

The **Clerk** to the Council will be the Proper Officer, and will serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk:

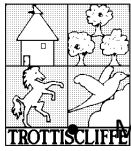
- Will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
- Is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.
- Will be accountable to the Council for the effective management of all its resources and will report to them as and when required.
- Will be the **Responsible Financial Officer**, responsible for all the financial records of the Council and the careful administration of its finances.

General Responsibilities:

- To ensure the council acts within the law and holds effective meetings.
- To advise and implement policy.
- To manage resources.
- To maintain financial records and accounts.
- To administer finance for internal and external audits.
- To deal with electors and parishioners.
- To oversee any other person or third party engaged by the Council.
- Implement decisions made at meetings before the next meeting where possible.

Specific Responsibilities:

- To prepare and issue the precept for Council approval (make sure the information gets to the Borough Council in time).
- To balance the accounts, prepare reports for Council and prepare accounts for audit.
- Bank all monies received by the Council promptly.
- Organise Council's insurance and annual Risk Assessments.
- Receive all goods and paying of invoices, maintaining required audit trail.



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Manage cash flow and bank transfers.

- Manage claiming of VAT under the local council scheme and deal with VAT inspections.
- Monitor compliance with current Accounts and Audit Regulations applicable.
- Monitor compliance with Council Financial Regulations.
- Maintain Council's Asset Register.
- Deal with all correspondence.
- Reading / summarising all reports.
- Advising on action.
- Preparation of Agendas & Minutes, and issuing of all legal notices in a timely manner.
- Keeping up to date with all aspects of parish council business (attending training).
- To manage and administer all council property.
- Draft and supply relevant material for publication via the Parish media outlets.
- Prepare press releases for distribution for local media and relevant organisations.
- Attend to all Planning Applications for discussion at Parish meetings.
- Maintain and update documents pertaining to all legal legislation such as Declaration and Register of Interests etc.
- Maintain confidentiality of information in an independent objective and professional manner.

Emergency powers:

- The Clerk can have powers (set out in standing orders) for emergency repairs and to prepare cheques for the Council's signatories. These would be itemised on the next agenda as 'retrospective payments' and presented with the invoice/ authorisation.