

High Kelling Parish Council

Job Description

Parish Clerk & Responsible Finance Officer

Overall Responsibilities:

The Clerk is the Proper Officer of the Council and as such is under a statutory duty to carry out all functions, and in particular, to serve or issue all notifications required by law. 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. The Clerk is expected to advise the Council on, assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all information required for making effective decisions and to implement constructively all decisions. The Clerk is also the Responsible Officer for the Council.

Specific Responsibilities:

- * To ensure that legal, statutory and other provisions governing or affecting the running of the council are observed.
- * To prepare in consultation with the Chairman, agendas for meetings of the Council and ad hoc committee meetings as required; to attend such meetings as required; to attend such meetings and prepare minutes for approval.
- * To receive correspondence and documents on behalf of the Council and to deal with 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.
- * To issue notices and prepare agendas and minutes for the parish meeting and to implement the decisions made at the assemblies.
- * To attend all meetings of the council and its committees. Meetings of the council are held monthly.
- * To ensure that all financial activities of the council are conducted and maintained according to "proper practices" as identified in Governance and Accountability March 2018 and as required by the Accounts and Audit Regulations 2015.
- * To ensure that the Council's obligation to ensure its property etc. are properly met.
- * To study reports and other data on activities of the Council and on matters bearing those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields.
- * To draw up both on his/her initiative and as a result of suggestions by councillors' proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
- * To manage all functions of the Council on those activities.
- * To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- * To have delegated power from the Council to act as the Data Protection Officer for the Council.
- * To act as a representative of the Council as required.
- * To prepare, in consultation with the Chair, press releases about activities, or decisions

of the Council.

* To maintain records and the Website of the Council.

* To attend training courses on the work and role of the Clerk as required by the Council.