

Buriton Parish Council Clerk - Job Description

Overall responsibilities

The Clerk to the Parish Council is the Proper officer of the Council and has a duty to ensure all the duties and functions of the Parish Council are carried out in accordance with legal requirements. The Clerk is required to give clear guidance to Councillors, including the Chairman, before decisions are reached. The Clerk has a key role in advising the Council, and Councillors, on governance, ethical and procedural matters, and in supporting the Council in carrying out its roles and responsibilities.

The clerk will advise on, and assist in the formation of, overall policies and will be expected to produce the necessary information required for making and implementing decisions. The clerk will be accountable for the effective management of the Council's resources and, as the Responsible Financial Officer, will be responsible for all the financial records of the Council and the careful administration of its finances. The Clerk is an independent and objective servant of the council who takes instructions from the corporate body and must recognise that the Council is responsible for all decisions.

The Parish Clerk shall be bound by the Code of Conduct in force at the time and the financial regulations and standing orders of the Council.

Specific Responsibilities

1. Act as the Proper Officer of the Parish Council, responsible for ensuring the Council complies with the law, that Councillors are aware of their legal obligations and that statutory procedures are followed, liaising with, e.g. the District Council Monitoring Officer on ethical issues and the Councillors' Register of Interest.
2. Act as the Responsible Financial Officer of the Parish Council, working closely with the Chairman of the Finance and General Purposes Committee (or other relevant committee). Help to prepare and monitor budgets; prepare, monitor and balance the Council's accounts and prepare records for audit and VAT purposes.
3. Receive and report on invoices for goods and services and issue invoices on behalf of the Council. Check receipts and payments for the Council, including the village hall. Undertake banking and basic bookkeeping for the Council.
4. Ensure the Parish Council's obligations for risk assessment are properly met.
5. Monitor the implementation of Parish Council policies, decisions and agreed actions to ensure that actions are implemented and that policies/decisions are achieving the desired result; maintain a list of actions arising from meetings to help ensure appropriate follow-up work is undertaken.
6. In consultation with Councillors, prepare agendas for meetings of the Parish Council and its committees; attend such meetings as required and prepare draft minutes for approval.
7. Receive correspondence and documents on behalf of the Parish Council and deal with and respond to these matters, or bring them to the attention of the Councillors as appropriate; issue correspondence as a result of the instruction of Councillors.
8. Be responsible for the filing, storage and ultimate disposal of documents (both paper and electronic); be responsible for uploading minutes and documents on to the Buriton Community website.

9. Be the public face of the Parish Council and its first point of contact; act as the Parish Council's representative as required.
10. In consultation with the Chairman and/or other councillors, prepare draft press releases or statements about the activities or decisions of the Council for approval, and refer or deal with press and other enquiries as instructed.
11. Continue to acquire the necessary professional knowledge, qualifications and training required for the efficient management of the affairs of the Council.