

UPTON PARISH COUNCIL

JOB DESCRIPTION - CLERK TO THE COUNCIL

Overall Responsibilities

*The Clerk of Upton Parish Council will be the Proper Officer (Responsible Finance 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 out.

*The Clerk will be responsible for effective communications within the Council & the local community & for ensuring the aims & objectives of the Council are advanced.

*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 and updated as necessary.
2. To administer all aspects of financial accounting and reporting of Council business including drafting and monitoring budgets, producing monthly accounts, balancing the Council's accounts and preparing records for audit purposes and VAT(if applicable).
3. To maintain, develop and control effective security measures and systems for all council records (including computer systems) and assets and to ensure that adequate back-up plans are in place. To ensure that the Council's obligations for Risk Assessment and to ensure are properly documented and met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees.
6. To receive correspondence and documents on behalf of the Council and to deal with the 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.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met on time and in accordance with the Council's mandates and procedures. To issue invoices on behalf of the Council for goods and services and to ensure payment is received in accordance with the Council's mandates and procedures.

8. 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.
9. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and that the Council is performing its obligations and business properly and legally and to make recommendations where appropriate.
11. To act as the representative of the Council as required.
12. To issue notices and prepare agendas and minutes for the Parish Meeting; to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
13. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
14. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
15. To have achieved the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk of the Council.
16. To continue to acquire the necessary professional knowledge and skills required for the efficient management of the affairs of the Council:
Suggested is membership of your professional body The Society of Local Council Clerks.
17. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council if required.
18. To continue to develop the Council's electronic communication systems (including web site & email service) ensuring that they operate efficiently and securely and comply with all aspects of the Data Protection Act.
19. If any statute, regulation or order confers any functions, or imposes any duties, upon a Proper Officer of the Council, the Clerk to the Council shall be the Proper Officer for these purposes.

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PERSON SPECIFICATION – Clerk to the COUNCIL

Category	Criteria	Essential / Desirable
1. EDUCATIONAL QUALIFICATIONS & ACHIEVEMENTS	Good general standard of education	E
	Certificate of Local Council Administration or equivalent	D
2. KNOWLEDGE & EXPERIENCE	Similar experience in an administrative role, preferably within local government	E
	Experience of committee processes & procedures	E
	Knowledge of financial management procedures & control	D
	Knowledge of local area	D
3. SKILLS & ABILITIES	Excellent communication skills (written & spoken)	E
	Good IT skills	E
	Good working knowledge of Word / Excel / Outlook Express or equivalent	E
	Ability to access & source information from internet	E
4. PERSONAL QUALITIES & ATTRIBUTES	Excellent organisational skills	E
	Ability to prioritise work load & maintain varying deadlines	E
	Assertive, tactful & diplomatic	E
	Ability to work calmly to deadlines under pressure	E
	Ability to project positive image of Parish Council & local community	E
	Ability to work professionally & on own initiative to provide information & advice to Parish Council	E
	Commitment to & understanding of equal opportunities issues	E