

JOB DESCRIPTION

CLERK TO CALDBECK PARISH COUNCIL

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council and is under a statutory duty to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk is expected to advise the Council on overall policies to be followed in respect of the Council's activities, to produce all the information required for making effective decisions, and to assist in the formation of policies. The Clerk will be responsible for ensuring that the instructions of the Council are carried out and to implement constructively all decisions. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances. The Clerk is accountable to the Council for the effective management of all its resources and will report to the Council as and when required.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To operate on line banking arrangements, monitor and balance the Council's accounts, and prepare records for audit purposes and VAT.
3. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
4. To ensure that the Council's obligations for Risk Assessment are properly met.
5. To ensure internal control procedures are maintained and reviewed annually.
6. To prepare, in consultation with appropriate members, agendas and reports for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
7. 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. To prepare, in consultation with the Chairman, the report for the Annual Parish Meeting.
8. To attend all meetings of the Council and its committees and sub-committees.
9. 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.
10. To issue correspondence as a result of instructions of the Council or in accordance with the known policies of the Council.

11. To maintain the Parish Council's webpages on the Parish website.
12. To prepare monthly news bulletins for the Parish Magazine.
13. 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.
14. To draw up proposals for consideration by the Council either as a result of independent initiative or suggestions by Councillors and to advise on practicability and likely effects of specific courses of action.
15. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
16. To act as the representative of the Council as required.
17. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
18. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
19. To complete the two modules of the CALC (Cumbria Association of Local Councils) Clerk's Induction Course. Any further training or development, over and above the initial Clerk's Induction Course, will be discussed with the Council.
20. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. Caldbeck Parish Council is a member of CALC which regularly disseminates information about developments affecting local Councils.
21. To attend the meetings and Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
22. To undertake any other task or duties as directed by the Council commensurate with the role of Clerk/Responsible Financial Officer.

PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Education, professional qualifications, and training	Good level of numeracy and literacy	Administration/book keeping qualifications
	Completion or willingness to complete the two modules of the Clerk's Induction Course, organised by CALC (Cumbria Association of Local Councils)	Evidence of continuing professional development
Knowledge and experience	Ability to work effectively on your own and in a team	Experience of dealing with the public
	Knowledge and understanding of local government structure and practices	Experience in a management or administrative role, preferably within local government
	Competent meetings administration, including Minute taking	Past experience as a parish council clerk
	Competent in book keeping	Accounting and budgeting experience
	Competent monitoring of internal controls	Experience of enhancing internal controls
	Good IT skills, including on line banking	Experience of website management
	Ability to communicate at all levels in the community both orally and in writing	Confident public speaker
	Excellent organisational skills	Experience of managing small projects
	Knowledge of local area/issues	
Circumstances	Willingness to work days or evenings when council or committees meet	Current driving licence
	Access to the internet	
	Willingness to undertake training	
	Flexible and committed to the Council	
	Willingness to attend other meetings and represent the Council	