

CALNE WITHOUTH PARISH COUNCIL JOB DESCRIPTION

CLERK and RESPONSIBLE FINANCIAL OFFICER

Overall Responsibilities

The Clerk of Calne Without Parish Council will be the Proper Officer of the Council and so is under a statutory duty to carry out all the functions listed below and in particular, to serve or issue all the notifications required by law.

The Clerk will

- advise the Council on, and assist in the formation of, overall policies and procedures to be followed to comply with current legislation.
- assist the Council to achieve its aims by providing the information necessary for making effective decisions and by facilitating the constructive implementation of those decisions.
- be responsible for all financial records of the Council and the careful administration of its finances.

General Responsibilities:

1. Ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. Administer all aspects of financial accounting and reporting of Council business. This will include drafting and monitoring budgets, producing monthly accounts, balancing the Council's accounts and preparing records for internal and external audit and VAT administration.
3. Maintain and control effective security measures for council assets and records including computer records and to ensure that adequate back-up plans exist.
4. Administer the Council in accordance with latest guidelines, rules and regulations and to advise Councillors of changes in those guidelines, rules and regulations as they arise.

5. Continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: suggested is membership of The Society of Local Council Clerks.
6. Attend training courses or seminars on the work and role of the Clerk as required by the Council.

Specific Responsibilities:

- 1 Act as the focal point for Council business through receiving and dealing with all Parish mail, telephone enquiries and Emails daily, including necessary responses to enquiries by Email and mail as required.
- 2 Maintain Parish Council documentation and files.
- 3 Dissemination of correspondence to Councillors.
- 4 Preparation of the agenda for council meetings, distribution to councillors and the Wiltshire Council local member.
- 5 Booking of meeting venues.
- 6 Attending Parish Council meetings.
- 7 Preparation and distribution of minutes for all Council meetings.
- 8 Maintenance of an actions log and reporting progress of completion of actions.
- 9 Organisation and coordination of maintenance tasks in the Parish including liaison with the Parish Steward.
- 10 Attendance at other meetings on behalf of the council as required

- 11 Checking of planning applications and responding to the Planning Authority with Councilors' comments as directed by the Council.
- 12 Making decisions under Delegated Powers
- 13 Maintaining the content of the Parish Council website.
- 14 Any additional duties required by the Council.

Financial Responsibilities:

- 1 Support of the preparation of the annual budget and the submission of the precept to the Local Authority.
- 2 Monitoring and monthly reporting of expenditure against the budget.
- 3 Recording all financial transactions.
- 4 Preparation of necessary cheques for payments agreed at council meetings.
- 5 Management of bank account(s).
- 6 Preparation of VAT returns and necessary documentation.
- 7 Management of the Council payroll.
- 8 Preparation of financial data for publication to comply with the Transparency Code 2015 (Note that the Council still publishes data required under the Transparency Code for Smaller Authorities October 2017 despite having a turnover of over £25,000)