Thornley Parish Council

JOB DESCRIPTION

OF THE

PARISH CLERK & RESPONSIBLE FINANCE OFFICER

Employed by:	**Thornley Parish Council**
Responsible to:	**The Parish Council**
Responsible for:	**All permanent, part time or temporary staff or volunteers employed by the Parish Council**
Hours:	**30 hours per week flexible to meet the needs of the service.**
	Generally Monday to Thursday 9:00am until 4:00pm; half hour lunch
	Friday 9:00am until 1:00pm
Location:	**Parish Office, Thornley Village Centre**
Salary range:	**NJC Scale points 25 to 29**
	£18.85 to £20.66 per hour

1) Overall Responsibilities

a) The Parish Clerk and Responsible Finance Officer will be the Proper 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.

b) The Parish Clerk and Responsible Finance Officer will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

c) The Parish Clerk and Responsible Finance Officer 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.

d) The person appointed will be accountable to the Council for the effective management of all operations and projects including its Village Centre, Cemetery, Allotment Sites, Welfare Park, Parish Open Spaces and recreational and play areas and will report to them as and when required.

2) Specific Responsibilities

a) To ensure that statutory and other provisions governing or affecting the running of the Council are observed.

b) To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.

c) To ensure that the Council's obligations for Risk Assessment are properly met and health and safety measures are implemented and monitored.

d) Keep safely and conveniently in secure but accessible custody all deeds, plans, records, letters, writings and other documents of or concerning the Council which shall come to the Clerk's hands.

e) To prepare, in consultation with the Chair, press releases about the activities or decisions of the Council.
f) If and when required attend as a representative of the Council Conferences, Seminars, Briefings Training Courses etc., organised by outside agencies recognised by the Parish Council.
g) In consultation with appropriate members prepare and issue agendas for meetings of the Council and Committees, and attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer.
h) To implement the decisions made at meetings and assemblies that are agreed by the Council.
i) 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.
j) To issue correspondence as a result of instructions of, or the known policy of, the Council.
k) To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
l) To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
m) 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.
n) To draw up both on their 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.
o) To act as line manager to all relevant members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries and conditions of employment.
p) To develop and monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
q) To act as the representative of the Council as required.
r) Despatch all such notices, letters and documents as the due transaction of the business of the Council shall require.
s) To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
t) To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council and to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
u) The Clerk shall not, except as required by law, directly or indirectly divulge or communicate any matters concerning the practice, business or affairs of the Council or anyone's personal information to any person whatsoever save and in so far as may be necessary for the due performance of their duties and business of the Council, and will adhere to and promote data protection principles.
v) The Clerk must carry out all lawful instructions given by the Council and perform all duties normally associated with the role of Clerk. The Clerk is expected to act professionally and take all reasonable steps to protect and promote the Council's interests. These responsibilities apply in full, and are not limited to the specific duties listed elsewhere in this job description. The postholder may be asked to undertake other appropriate duties as required.