

JOB DESCRIPTION

CLERK/RFO TO LAXFIELD PARISH COUNCIL

Overall Responsibilities

The Clerk to the Council 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. 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.
2. To ensure that the Council's obligations for Risk Assessment are properly met.
3. To prepare, in consultation with appropriate members, agendas for meetings of the Parish Council and Committees. To attend such meetings and prepare minutes for approval and publication.
4. To attend all meetings of the Parish Council and all meetings of its committees and working groups as required.
5. 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.
6. To provide general advice to the Council on the budget preparation process and ensure that all financial reports are presented to the Council and the statutory internal and external audit requirements are completed each year.
7. To prepare, monitor and balance the Council's accounts.
8. 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. To receive invoices for goods and services to be paid for by the Village Hall and liaise with the Village Hall treasurer regarding the accounts.

9. 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.
10. To monitor and review the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
11. To work to improve, develop and up-date the Council's website.
12. Ensure that the Parish Infrastructure Investment Plan is reviewed in accordance with requirements.
13. To ensure that both cemeteries are managed and maintained to the required standards, and to administer correspondences for burials/cremations.
14. To issue notices and prepare agendas and minutes for the Annual Parish Meeting.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council
17. To attend the meetings and conferences of Suffolk Association of Local Councils and other bodies as relevant.
18. To undertake such other duties commensurate with the level of the post and job purpose as required by the Council from time to time.