

Coddington

PARISH COUNCIL

Clerk to the Council and Responsible Finance Officer

Job Description

Specific Responsibilities

1. Ensure that statutory and other provisions affecting the running of the Council are observed.
2. Monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. Research and bring forward opportunities to apply for grants to support programme aspirations.
4. Manage PAYE and pension requirements, ensuring full compliance with HMRC regulations.
5. Ensure that the council's obligations for risk assessment and management are properly met.
6. Prepare, in consultation with the Chairman, agendas for public meetings of the Council. Attend such meetings and prepare minutes for approval.
7. Attend all public meetings of the Council and all meetings of its committees and sub-committees as required.
8. Receive and deal with, in accordance with the Council's procedures, all correspondence and documents.
9. Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in an accessible and recoverable format.
10. Provide liaison between the Parish Council and other bodies such as the District and County Councils.
11. Receive and report on invoices for goods and services for the council and ensure such accounts are met. Issue invoices on behalf of the Council and ensure payment is received.

12. Study reports and other data on activities of the council. Where appropriate, discuss such matters with specialists and produce reports for circulation and discussion by the Council.
13. Draw up reports on own initiative and from suggestions by the Council, to present for consideration by the Council. Advise on the practicality and likely effects of specific courses of action.
14. Implement the policies of the Council, monitor to ensure they are achieving the desired results and, where appropriate, recommend changes.
15. Act as the representative of the council as and when required.
16. Prepare, in consultation with the Chairman, notices about the activities or decisions of the council, and publish these on noticeboards, the village website and social media. Ensure that all items required to comply with the Transparency Code for Smaller Authorities are posted in a timely manner, and are accessible.
17. Attend training courses or seminars as required by the council. If qualifications are not already achieved, work towards the status of being a CiLCA (or equivalent) qualified clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
18. Line manage the village handyman and any future employees.
19. Work with the newsletter editor including advertising invoices, collect the newsletter from printers, and deliver to volunteers to ensure their timely distribution four times a year.
20. Continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
21. Carry out other reasonable responsibilities and functions as shall from time to time be required by the Council.