Job Description: Parish Clerk

Overall Responsibilities

The Parish Clerk is the Council's Proper Officer and is responsible for carrying out the statutory duties of that role, including issuing all notices and notifications required by law.

The Clerk supports the Council in fulfilling its responsibilities as a local authority by providing professional and impartial advice, implementing Council decisions, ensuring effective administration, and maintaining compliance with relevant legislation and regulations.

The Clerk is accountable to the Council for the effective management of its resources and will report to the Council as required.

The Clerk will act as the Responsible Financial Officer (RFO) and will be responsible for the proper administration of the Council's finances and financial records.

The Clerk will act as the Data Protection Officer (DPO), supporting the Council's compliance with data protection legislation. The Council remains the Data Controller and is responsible for determining the purposes and means of processing personal data.

Specific Responsibilities

1. Ensure the Council complies with all statutory requirements and relevant regulations governing its activities.
2. Maintain the Council's accounting records, undertake regular reconciliations, and prepare financial information for meetings, audits and VAT returns. Prepare the draft annual budget and precept, monitor income and expenditure against approved budgets, and report significant variances to the Council.
3. Ensure the Council fulfils its responsibilities for risk management and risk assessment.
4. In consultation with the Chair and relevant councillors, prepare and issue agendas and supporting papers within the required timescales. Attend meetings, prepare draft minutes, maintain records of decisions, and implement Council resolutions.
5. Attend all required meetings of the Council, its committees and sub-committees, including monthly Council meetings and the Annual Parish Gathering.

6. Receive and manage correspondence and documents on behalf of the Council, dealing with matters as appropriate or referring them to the Council when necessary. Maintain the Council's records, respond to requests for information in accordance with legal requirements and Council policies, and handle enquiries from the public and media professionally and sensitively.
7. Receive and process invoices for goods and services, ensure approved payments are made promptly, issue invoices on behalf of the Council, and monitor the receipt of payments due.
8. Review reports and information relevant to the Council's functions, liaise with professional advisers and other organisations where appropriate, and prepare reports and recommendations for the Council's consideration.
9. Develop proposals and recommendations for the Council, either independently or in response to councillors' suggestions, and advise on their practicality, implications and likely outcomes.
10. Obtain quotations and tenders in accordance with the Council's Financial Regulations, oversee contracts and contractors, monitor performance, and report significant issues to the Council.
11. Ensure the Council's various policies and procedures are prepared and reviewed according to a timescale agreed by the Council. Monitor the effectiveness of Council policies and procedures and recommend changes where appropriate.
12. Represent the Council at meetings and events when authorised to do so.
13. Manage the Council's assets and facilities, including the Village Green, allotments, cemetery, All Saints Churchyard and play area. Arrange inspections and maintenance, maintain the asset register, and report significant safety, maintenance or compliance issues to the Council.
14. Work with the Chair to prepare press releases and public communications regarding the Council's activities, projects and decisions.
15. Provide information and documents for publication on the Parish Council website, ensuring material is supplied in sufficient time to meet publication requirements.
16. Attend training courses, seminars and professional development activities relevant to the role when required by the Council.
17. Work towards achieving the Certificate in Local Council Administration (CiLCA) qualification. For a newly appointed Clerk, an agreed timescale for achieving CiLCA will be established with the Council.

18. Maintain and develop the professional knowledge and skills required to carry out the role effectively and efficiently.
19. Keep councillors informed of legislative, regulatory and sector developments, and provide information about relevant training and development opportunities.
20. Maintain confidentiality and exercise discretion when dealing with sensitive information, while ensuring compliance with the Council's legal obligations relating to access to information.