Grindon and Thorpe Thewles Parish Council
Clerk & Responsible Financial Officer Job Description

Overall Responsibilities

The Clerk to the Parish Council, (hereafter called 'the Council'), is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions of a local authority's Proper Officer, and in particular to serve or issue all the notifications required by law.

The Clerk is responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.

The Clerk is expected to advise the Council on 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.

The Clerk is the Responsible Financial Officer and accountable for all financial records of the Council and the proper administration of its finances.

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

The Clerk will understand the issues facing Parish Councils and the environment within which the Parish Council operates, and will commit themselves and the Council to an ethos of public service.

Place of Work and Hours

The Clerk will be home based.

The role is 20 hours per month. Hours may be worked flexibly to suit the varied workload however, it is mandatory that the Clerk attend the Parish Council's formal meetings, which normally take place monthly on the 2nd Tuesday of the month from 6:30pm (excluding August).

In accordance with NALC guidelines, the Clerk is paid at NJC Scale LC1, points 13-17, which takes cognisance of the particular responsibilities of the Parish Clerk.

Duties include:

- Ensuring that Standing Orders and Financial Regulations as set down and approved by the Council are properly maintained and adhered to.

- Ensuring that the Council's obligations to insure are properly met.

- Developing and monitoring as required in response to new legislation, all policies of the Council, to ensure they are achieving the desired result and, where appropriate, suggesting modifications.

- Ensuring planning applications are dealt with in accordance with the Parish Council's Standing Orders and in a timely manner.

- Ensuring that all operations of the council are timely and procedurally correct.
- Issuing notice of, preparing agendas and issuing relevant documents for all meetings of the Council and its committees, the Annual Parish Meeting and the Annual General Meeting; attending such meetings and preparing minutes for approval.
- Attending and participating in Working Group meetings as required.
- Managing the Council's assets.
- Ensuring that any electrical equipment owned by the Council is maintained and, where required, PAT tested.
- Drawing up proposals for consideration by the Council and advising on the practicability of specific courses of action.
- Receiving correspondence and documents on behalf of the council and bringing such items to the attention of the Council in a timely manner.
- Establishing and maintaining effective paper and electronic filing systems to record the business of the Council in an accessible and recoverable format.
- Supervising and monitoring the activities of contractors appointed by the Council.
- Where appropriate, discussing with specialists in particular fields, any issues arising from or likely to impact upon, Council's decisions or activities.
- Providing liaison between the Council and Stockton-on-Tees Borough Council, community groups and other external organisations.
- Managing the annual budget for the Council and preparing monthly financial statements.
- Monitoring and balancing the Council's accounts and preparing records for audit, VAT, pension, tax and NI purposes as necessary; liaising with the Internal and External Auditors as necessary.
- Ensuring that correct financial records are kept.
- Receiving and reporting on invoices for goods and services to be paid for by the Council and ensuring that such accounts are settled within due timescales.
- Issuing invoices on behalf of the Council for goods and services provided, and ensuring that payment against those invoices is received.
- Seeking sources of funding for new activities identified by the Council, over and above those for which it has a statutory obligation; making funding applications and then ensuring any such funds obtained are utilised solely for the activity for which they were obtained and complying with any requirements of the funder(s).

- Preparing, in consultation with the Chairman or other appropriate member of the Council, media releases relating to the activities and decisions of the Council.

- Maintaining the Council's website, ensuring it is both accurate and up to date and meets the government's requirement for transparency and accessibility.

- Continuing to acquire and maintain the necessary professional knowledge required for the efficient management of the affairs of the Council, and join appropriate professional bodies e.g. The Society of Local Council Clerks.

- Attending training courses or seminars on the work and role of the Clerk.

- Attending the conferences of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies as required.

- Acting as the representative or spokesperson of the Council as directed.

- Attending evening meetings of the Council and its sub-committees, occasional other meetings and other events as necessary.

- Carry out such other responsibilities and functions as shall from time to time be required by the Council.