

Caistor Town Council

Job Description for Clerk and Responsible Financial Officer

Overall Responsibilities

1. 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.
2. The Clerk will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
3. The Clerk 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.
4. 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.
5. 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 monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees, other than where such duties have been delegated to another Officer.
6. 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. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. 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.
8. 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 prepare reports for circulation and discussion by the Council.

9. To draw up both on his/her 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 supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.

11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

12. To act as the representative of the Council as required.

13. To issue notices and prepare agendas and minutes for the Parish Meeting; to attend the assemblies of the Parish meeting and to implement the decisions made at the assemblies that are agreed by the Council.

14. To prepare, in consultation with the Chairman, press releases about the activities of, or the decisions of, the Council.

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 by attendance at conferences and seminars.

17. Membership of an appropriate professional body such as the Society of Local Council Clerks.

18. To attend meetings, conferences of professional bodies and other groups as a representative of the Council as required and to report back to the Council on the first feasible occasion.

19. To organise and promote Council run markets and cultural events. To liaise with Council approved groups in supporting their events.

20. To develop, construct and organise an annual calendar of events and exhibitions on behalf of the Town Council.

21. To carry out any other duties that may be assigned by the Council in relation to the role of Town Clerk/RFO.

22. To maintain political neutrality in conducting the role of Town Clerk