

TODENHAM PARISH COUNCIL

CLERK TO THE COUNCIL & RESPONSIBLE FINANCIAL OFFICER

JOB DESCRIPTION

Overall Responsibilities

The Clerk acts as the Proper Officer of the Council and is engaged to carry out various statutory functions including the serving or issuing of the notifications required by law of a Local Authority's Proper Officer. The Clerk has responsibility for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out. The Clerk is expected to advise and assist the Council on the formation of overall policies to be followed in respect of the Authority's activities and to produce all the information required for making effective decisions, as well as following through decisions made. The person appointed will be accountable to the Council for the effective management of 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 administration of its finances.

Specific Responsibilities

- To ensure that statutory and other provisions governing or affecting the running of the council are observed.
- To prepare, in consultation with the Chairman, agendas for meetings of the Council.
- To attend all meetings of the Council and prepare Minutes for approval.
- To issue notices and prepare Agendas and Minutes for Council meetings and to facilitate the implementation of decisions made.
- To monitor and balance the Council's accounts and bank accounts, and prepare records for audit purposes and VAT. To ensure that the Council's PAYE and VAT obligations are met.
- To monitor and balance the Council's Accounts and prepare records for Audit and VAT purposes as well as preparing regular reports covering budget monitoring, fund balances, receipts and payments, payroll summary, and to maintain the Council's Asset Register.
- To receive, check for accuracy and prepare for payment all invoices for goods and services. Where relevant, to issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- To receive and issue 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 manage the Council's website.
- To ensure that the Council's obligations for risk assessment are properly met.
- To act as the representative of the council as required.
- To attend training courses or seminars on the work and role of the Clerk & Responsible Finance Officer as required by the council, ensuring that the Clerk has the necessary professional knowledge required of the role.