

Thursby Parish Council Job Description

Job Title: Clerk and Responsible Financial Officer to Thursby Parish Council

Role: Advise the Council on legal, financial and other matters and manage the Council's business

Accountable to: the whole Council

Responsibilities

1. Be the Proper Officer of the council and carry out all the functions conferred on the Proper Officer by statute or otherwise.
2. Be responsible for ensuring that the statutory and other provisions governing the administration of the council and its affairs are complied with.
3. Prepare the agendas, attend and prepare the minutes of meetings of the Council.
4. Prepare the agendas for, attend and prepare the minutes of committee and sub-committee meetings.
5. Prepare the agendas for, attend and prepare the minutes of the annual parish meeting and any other parish meetings held during the year.
6. Prepare and maintain the accounts and other financial records of the council (including those relating to Value Added Tax) in accordance with all statutory and other accounting and audit requirements and practices.
7. Be responsible for the deduction of income tax and national insurance contributions from the remuneration of the council's employees (including that of the clerk) and payment of the same to the Inland Revenue.
8. Draw up on his/her own initiative and as a result of suggestions by councillors proposals for consideration by the council.

9. Ensure that all decisions of the council, its committees and sub-committees are carried out promptly and accurately.
10. Receive all correspondence and other documentation on behalf of the council and for ensure that the same is brought before the council or its relevant committees or sub-committees as necessary.
11. Review and report on the policies of the council and how effectively they are being implemented.
12. Supervise other staff employed by the council and ensuring relevant statutory provisions covering the terms and conditions of employment of staff are observed.
13. Act as a representative of the council at conferences, meetings, public enquiries and other similar events, if so required by the council,
14. Be responsible for preparing and keeping up to date a register of the council's property, ensuring that the property is regularly inspected and maintained and ensuring that it is covered by adequate insurance.
15. Attend training courses (if so required by the Council and at its expense) on subjects relevant to the role and responsibilities of the clerk of a local council and to work towards the achievement of the Certificate in Local Council Administration.
16. Prepare and issue information about the activities of the council including agendas, and minutes of meetings to the Public, via the Parish Web site.
17. Prepare and issue information about the activities of the council to the press and other media organisations, if so required by the council.