



## **Ashford Parish Council**

### **Job Description - Parish Clerk and Responsible Financial Officer**

#### **Overall Responsibilities**

The Parish Clerk to Ashford Parish Council is the Proper Officer and Responsible Financial Officer.

As Proper Officer the Clerk 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. The Clerk is responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out. The Clerk will advise the Council on, and assist in the formation of, overall policies to be followed in respect of its activities. The Clerk will produce the necessary reports and information required for making effective decisions and will constructively implement those decisions. The Clerk is accountable to the Council for the effective management of its resources, for maintaining the financial records of the Council and for the careful administration of its finances.

#### **Specific Responsibilities**

- To ensure that the legal, statutory and other provisions governing or affecting the running of the Council are observed.
- To monitor and balance the Council's accounts and prepare records for audit purposes and for VAT.
- To issue the precept.
- To ensure that the Council's obligations to insure are properly met.
- To prepare job specifications, in consultation with councillors, for work going out to tender and to report to Council on those tenders.
- To study reports and other data on matters bearing on the activities of the Council, to discuss these where appropriate with specialists, and to advise the Council on appropriate action.
- To prepare in consultation with appropriate members, agendas for meetings of the Council and its Committees; to attend those meetings and to take, or supervise the taking of, the minutes of those meetings for approval.
- To receive correspondence and documents on behalf of the Council, and to deal with the correspondence or documents or to bring such items to the attention of the Council. To issue correspondence in accordance with the instructions, or the known policy, of the Council.

- To receive and report on invoices for goods and services to be paid for by the Council and to ensure payment is made. To issue invoices on behalf of the Council for goods and services, and to ensure payment is received.
- To ensure that payment of salaries, tax, pension contributions and National Insurance are made each month.
- To act as a representative of the Council as required.
- To attend all meetings of the Council and its Committees.
- To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- To attend training courses and conferences relating to the work and role of Clerk as required by the Council.
- Overall management of the Council's email network.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To draw up both on his/her initiative, and as a result of suggestions by Councillors, proposals for the Council and to advise on practicality and the likely effects of specific courses of action.
- Negotiation of contracts and leases.
- Day to day management and audit of subcontractors.