

**BIGBY PARISH COUNCIL**  
**JOB DESCRIPTION FOR THE POST OF**  
**CLERK AND RESPONSIBLE FINANCIAL OFFICER**

**A. OVERALL RESPONSIBILITIES**

1. The Clerk to the Council will be the Proper Officer of the Council and as such is under statutory duty to carry out all the functions, and, in particular, to serve or issue notifications required by law of a local authority's Proper Officer.
2. The Clerk will be totally 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 decision and to implement constructively all decisions.
4. The person appointed will be accountable to the Council for the effective management of all its resources including the management of the Village Hall and will report to it as and when required.
5. The Clerk will be the Responsible Financial Officer and will be responsible for all financial records and the careful administration of the Council's finances.

**B. SPECIFIC RESPONSIBILITIES**

1. To ensure that the statutory and other provisions governing or affecting the running of the Council are observed.
2. To prepare an annual budget, monitor and balance the Council's accounts and to prepare records for audit purposes and VAT claim.
3. To ensure that the council's obligations for Risk Assessment are met.
4. To prepare, in consultation with appropriate members, agendas for meeting of the Council and Committees.
5. To attend all meetings of the Council including its committees and sub-committees.
6. To receive and deal with correspondence and documents on behalf of the Council and to bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or based on 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, ensuring that payment is received.
8. To study reports and data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with specialists in the fields and to produce reports for circulation and discussion by the Council.
9. To draw up, both on his/her initiative and as a result of suggestions by Councillors, proposals for consideration by the Council. To advise on the practicality and likely effects of specific courses of action.

10. To monitor the implemented policies of the Council to ensure that they are achieving the desired results and, where appropriate, suggest modifications.
11. To act as the representative of the council as required.
12. To issues notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting that are agreed upon by the Council.
13. To prepare, in consultation with the Chair, press releases about the activities and decisions of the Council.
14. To attend training course or seminars on the work and role of the Clerk as required by the Council.
15. To work towards the achievement of the status of Qualified Clerk, through the completion of ILCA, (Introduction to Local Council Administration), and CiLCA, (Certificate in Local Council Administration). NJC Salary Spinal Column 15 to 17 will apply, dependent on qualifications and experience.
16. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council through membership of a professional body, i.e. The Society of Local Council Clerks.
17. To prepare appropriate reports and information for Councillors in connection with the Trusteeship of the Village Hall, including the management of bookings.
18. To keep the Council's website up to date in order to meet the requirements of the Transparency Code for smaller authorities. (Please note, the Parish Council has a Website Maintenance Service Contract with LALC, who will upload documents on behalf of the Parish Council, but it is the Clerk's responsibility to provide the necessary documentation in a timely manner.)