**Hemington, Hardington and Foxcote Parish Council**

**Job Description**

**Clerk to the Council**

**Qualifications**

The Clerk to the Council must be qualified and hold either the Certificate in Local Council Administration or the Community Governance qualification. Or be prepared to undertake within 12 months.

**Overall Responsibilities**

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. 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. 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. 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.

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 for the Clerk to the Council**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure that the Council's obligations for Risk Assessment are properly met.

3. To prepare, in consultation with appropriate members, agendas for meetings of the Council and committees. To attend such meetings and prepare minutes.

4. To the monthly Council meeting on the second Wednesday of each month, and ensure holidays are arranged around these meetings.

5. 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.

6. To study reports and other data on activities of the Council and on matters bearing on those activities.

7. To monitor and review Council policies within a reasonable time frame.

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

9. To issue notices and prepare agendas and minutes for the Council meetings. To attend all meetings of the Parish Council and to implement the decisions that are agreed by the Council.

10. To attend training courses or seminars on the work and role of the Clerk as required by the Council.

11. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council i.e. The Society of Local Council Clerks.

 **Specific Responsibilities for the Responsible Financial Officer**

1. To prepare financial reports for the Council. These reports will cover budget monitoring, fund balances, receipts and income to date and other relevant current matters.

2. To submit the precept approved by the Council to Mendip DC by the date required.

3. To ensure that all money due to the Council is billed (where appropriate) promptly, and in all cases is collected promptly.

4. To control payments by cheque.

5. To be responsible for the overall management of the payroll, ensure prompt payment of tax and national insurance to HMRC monthly.

6. To take overall responsibility for the submission of VAT returns and dealing with VAT inspections etc.

7. To ensure that the Internal Auditor has access to all necessary paperwork at least twice a year and that the internal auditor reports are reported to the Council.

8. To prepare and balance final accounts in accordance with the Accounts and Audit (England) Regulations 2011 (SI 2011/817) and report thereon.

9. To produce accounts and records for external audit in accordance with the Accounts and Audit (England) Regulations 2011 (SI 2011/817)

10. To monitor compliance with the Council's Financial Regulations and ensure correct financial systems are in place.

11. To manage the insurance risk and process claims as necessary.

12. To maintain the Council's register of property and assets.

13. To carry out any other duty that may reasonably fall within the general nature and level of responsibility of the post.

### Signed and agreed by the Clerk………………………………………………………………………………….

Dated…………………………………………………………………………………………