**Wynyard Parish Council (Stockton)**

**Proper Officer/ Responsible Financial Officer**

**JOB DESCRIPTION**

* To ensure that statutory and other provisions governing or affecting the running of the Council are observed
* To monitor and balance the Council’s accounts, prepare monthly statements of account to the Council and maintain records for audit purposes and VAT
* To ensure that the Council’s obligations for ‘risk assessment” are properly met.
* To prepare, in consultation with members, agendas for meetings of the Council and committees. To attend such meetings and prepare minutes for approval.
* To attend all meetings of the Council and all meetings of its committee and sub committees as required
* To receive correspondence and documents on behalf of the Council and to deal with 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
* To receive and report on the 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 and to ensure payments are received
* To draw up both on his/her own initiative and as a result of suggestion by Councillors proposals for consideration by the Council and to advise on the desirability, practicability and likely effects of specific courses of action
* To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate modifications
* To act as a representative of the Council when required
* To issue notices and prepare agendas and minutes for the meetings: to attend the assemblies of the Parish meeting and to implement the decisions made at the meetings that are agreed by the Council
* To prepare in consultation with the chairman, communications about the activities of, or the decisions of, the Council
* To attend training courses or seminars on the work and the role of the clerk, as required by the Council
* To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council
* To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council

**SEPTEMBER 2024**