

## **PARISH CLERK - JOB DESCRIPTION**

**Job Title:** Parish Clerk

**Place of work:** The Parish Office, 29C Station Road, Netley Abbey, Southampton, SO31 SAE or any other such location as agreed by the Parish Council.

**Reports to:** The Council through the Chair of Council.

### **PURPOSE OF THE JOB**

Act as the strategic lead to deliver the Council's objectives and priorities.

Be the Council's principal policy adviser in order to support the delivery of excellent services in accordance with Council policy, budgetary and statutory requirements.

Provide the overarching managerial framework to ensure effectiveness in service development and delivery and act as an advocate for the Council at local and regional level.

Act as the Responsible Financial Officer (RFO) to the Council as required by the Accounts and Audit Regulation 1996.

Act as the Council's principal adviser to the leadership of the Council on policy options.

### **KEY TASKS/DUTIES**

#### **Finance**

1. As the Responsible Financial Officer, monitor and balance the Council's accounts, prepare records for audit and VAT and ensure the Council meets its insurance obligations.
2. Maintain computerised and manual financial records.
3. Receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
4. Issue invoices on behalf of the Council for goods and services and to ensure payment is received.
5. Implement and maintain a working risk assessment policy.

#### **Legal**

1. Ensure that the Council complies with all current legal and statutory requirements.
2. Ensure that the Council's obligations to insure all assets and practices are properly met.
3. Act as the Health and Safety Officer for the Council and ensure that the Council operates at all times within current legislative requirements.
4. Arrange staff and councillor training and audit as required, to ensure compliance with current legislative requirements.
5. Actively manage the Council's land and amenity assets to optimize revenue and add value to the local community.

## Meetings and General Administration

1. Receive and deal with correspondence, documents and reports and bring such items as necessary to the attention of the Council.
2. Monitor reports and data on activities of the Council and where appropriate consult appropriate professional bodies for advice and guidance.
3. Monitor and progress-chase Council policies and decisions to ensure they achieve desired outcomes and value for money.
4. To act as representative of the Council as required.
5. Prepare agendas and minutes for parish meetings, attend meetings, and implement agreed decisions.
6. Assist the Council in communicating with the public through newsletters, social media, and the local press.
7. Advise the Council on, and assist in, the formation of overarching policies and produce the necessary information required to make effective decisions.
8. To attend the conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
9. Manage and develop the Council's IT systems and website.

## Staffing / Personnel

1. Strategic and day to day management of all staff to comply with current employment legislation and requirements of the Council's procedures.
2. Lead on the development and management of a performance management framework that delivers a work-based approach to career development.
3. Develop and lead on the Council's Disciplinary Framework in consultation with the Chair of the Council.
4. Work collaboratively with the Chair and appropriate council committee to develop and implement an employee appraisal scheme that measures performance and strives to optimise employee development.
5. Maintain records of staff hours, leave and absence etc. for approval by the appropriate council committee.

Signed .....

Dated .....

Signed .....  
 (Chair/Chair of HR and Health and Safety Committee)

Dated .....