



UPTON

PARISH COUNCIL

Job and Person Description Clerk and Responsible Financial Officer

Person Specification

- Computer literate, with excellent communication skills. Accurate numeric skills are important, as is attention to detail.
- A flexible approach to working hours is essential, and a willingness to attend meetings or conferences (usually held at St Crispin's Community Centre) and represent Upton Parish Council, if required.
- Certificate in Local Council Administration (CiLCA or equivalent), or the willingness and ability to achieve within 12 months of appointment, is essential.

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 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

- 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 and prepare records for audit purposes and VAT, running of Upton Parish Council's receipts and payments spreadsheet (using MS Excel) and ensuring all finances are up to date. 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 and to ensure payment is received.
- To ensure that the Council's obligations for Risk Assessment are properly met.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings, prepare and distribute minutes for approval.
- To attend all meetings of the Council and all meetings of its committees and sub-committees and provide communication and administration support on behalf of the Council.
- To be the point of contact between West Northants Council and Upton Parish Council, 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.
- To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- Develop the Council's website content and manage its social media channels.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- To act as the representative of the Council as required, issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
- To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- To manage the online publication of Council documents such as meeting agendas and minutes, as per the requirements of The Transparency Act

- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: suggested is membership of your professional body The Society of Local Council Clerks.