

## **JOB DESCRIPTION**

### **CLERK TO EWENNY COMMUNITY COUNCIL**

#### **Overall Responsibilities**

The Clerk will be the first point of contact for the Community Council. The Clerk will be required to attend a monthly meeting. 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**

1. Preparing agenda for monthly meetings and distribute to members, uploading to the website and display in notice boards.
2. Attending all formal and ad-hoc council meetings, taking notes and typing minutes as required.
3. Prepare matters arising and correspondence for meetings.
4. Dispatch promptly all notices, letters and other documents, as the business of the council shall require.
5. Receive and deal with mail and emails.
6. Deal with telephone calls and refer to the chairman or appropriate Council member.
7. Maintaining and promoting the use of the website.
8. Prepare the files for internal and external audit on a yearly basis, liaising with them over any queries.
9. Prepare VAT claim on a yearly basis.
10. Prepare quarterly statement for members.
11. Assist with the organisation of major ad hoc events e.g. Annual Christmas party for the children in the village.
12. Collate information and compile newsletter for distribution to residents.
13. Update members at meetings on matters arising, and progress updates on outstanding issues.
14. Respond to any queries/issues raised at council meetings.

15. Keep safely and conveniently in a secure but accessible manner all deeds, plans, records, letters, writings and other documents of or concerning the council.
16. Update financial ledger (spreadsheet) on an ongoing basis.
17. Reconcile bank statements for all bank accounts held by the council.
18. 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.
19. To act as the representative of the council as required.