

Van Community Council

CLERK/RESPONSIBLE FINANCIAL OFFICER

JOB DESCRIPTION

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 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 functions.

The Clerk is expected to advise the Council on and assist in the formation of overall policies to be followed in respect of its 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 responsible for all the financial records of the Council and the careful administration of its finances.

Specific Responsibilities

- 1 To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- 2 To monitor and balance the Council's accounts and prepare records for audit purposes, HMRC and VAT. To prepare financial estimates and advise the Council on the Council Tax implications and precept levels.
- 3 To contribute to the setting and monitoring of relevant budget heads and ensuring effective spend of budgeted sums.
- 4 To ensure that the Council's obligations for Risk Assessment are properly met.
- 5 To ensure that the Council's obligations to insure are properly met.
- 6 To prepare, in consultation with appropriate Members, agendas for meetings of the Council and any committees, and to attend all such meetings and prepare minutes for approval.

- 7 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 the instructions of, or the known policy of, the Council.
- 8 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 to ensure payment is received. To receive and properly account for sums of money in the form of cash or cheques.
- 9 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.
- 10 To draw up both on own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
- 11 To supervise, any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment, Income Tax, National Insurance and Superannuation.
- 12 To act as a representative of the Council as required/instructed.
- 13 To attend training courses on the work and role of the Clerk as required by the Council.
- 14 To attend all such meetings and conferences as may be necessary for the proper discharge of the duties of the Clerk or as the Council shall reasonably require.
- 15 To develop and manage the Council's website.
- 16 To attend evening meetings at least once a month. Whilst there are contracted hours for the role, flexibility with days and hours will be the subject of discussion with the successful candidate and agreement by the Community Council.
- 17 To liaise with the Management Committee of Van Community Centre.