



# Job Description

## CLERK TO EARLS COLNE PARISH COUNCIL

### Job Purpose

The Clerk to the Council is 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 fully responsible for ensuring that the instructions of the Council in its 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, policies to be followed in respect of the Authority's activities. This includes producing all the information required to make effective decisions and to constructively implement those decisions. The Clerk will also be the 'Responsible Finance Officer' and is responsible for all financial records of the Council and the careful administration of its finances.

### Role and Responsibilities

1. To ensure that 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 and VAT.
3. To ensure that the Council's obligations for all required risk assessments are properly met.
4. To receive correspondence and documents on behalf of the Council including dealing with and bringing such items to the attention of the Council. To issue correspondence as directed or following the policy of the Council.
5. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
6. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
7. To support the working groups where needed to study reports and other data on activities of the Council and on matters bearing on those activities.
8. To bring to the attention of Parish Councillors initiatives to be considered for taking forward, and to assist and advise on the practicability and likely effects of specific courses of action.
9. Line manager to other members of Parish Council staff in keeping with the policies of the Council.

10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
11. To act as the representative of the Council if required.
12. To issue notices, prepare agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
13. Implement the decisions made at the Parish Meetings within a timely manner.
14. To attend training courses or seminars on the work and role of the Clerk as required.
15. To continue to acquire the necessary professional knowledge, skills and behaviours required for the efficient management of the affairs of the Council, working towards the status of Qualified Clerk.
16. To be available to members of the public during office open hours to assist with queries, complaints, and telephone enquiries.
17. Effectively undertaking any other duties as required

**Skills, experience & qualifications required – Essential**

- Person-centric, with a service culture attitude
- Excellent verbal and written communication
- Excellent relationship building skills
- Ability to create and present clear and concise information
- Ability to provide appropriate feedback and responses
- Effectively plan, organise, and prioritise workload
- The ability to work well in a team and be collaborative
- Excellent IT and Microsoft Office skills

**Skills, experience & qualifications required – Desirable**

- Membership of the Society of Local Council Clerks
- Experience of Scribe Parish Council software
- Line Manager experience
- Practitioner experience in project management