

JOB DESCRIPTION
CLERK TO THE ALPINGTON WITH YELVERTON PARISH COUNCIL
(The Parish Clerk)

Overall Responsibilities

The Parish Clerk is 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

1. Ensure that statutory and other provisions affecting the running of the Council are observed.
2. Monitor and balance the council's accounts and prepare records for audit purposes and VAT.
3. Ensure that the Council's obligations for risk assessment and management are properly met.
4. Prepare, in consultation with the appropriate members, agendas for meetings of the council and committees. To attend such meetings and prepare minutes for approval and maintain these as a public record.
5. Issue notices, prepare agendas and minutes for the Parish Council meetings, Annual Parish Meeting and Annual General Meeting.
6. Attend these meetings and where required all meetings of its committees and sub-committees, and to implement the decisions made at the meetings as agreed by the Council.
7. Receive and deal with, in accordance with the Council's procedures, any or all correspondence and documents.
8. Receive and report on invoices for goods and services for the Council and to ensure such accounts are met.

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9. Issue invoices on behalf of the Council and to ensure payment is received.
10. Study reports and other data on activities of the council. Where appropriate, to discuss such matters with specialists and to produce reports for circulation and discussion by the Council.
11. Prepare reports on his/her own initiative and as a result of suggestions by councillors. To present these reports for consideration by the Council. To advise on the practicality and likely effects of specific courses of action.
12. Monitor the implemented policies of the Council to ensure they are achieving the desired results and, where appropriate, suggest changes.
13. Act as the representative of the Council as required.
14. Prepare, in consultation with the Chair or nominated councillor, press releases about the activities or decisions of the Council.
15. Attend training courses or seminars as required by the Council.
16. Maintain accurate records and data management in accordance with the Council's required standards
17. Manage and maintain insurances, asset registers and operational information.
18. Keep records of the councillors' register of interests
19. Work with South Norfolk District Council officers as required
20. Liaise and work with the District and County Councils, at officer and member level as required.