

Meopham Parish Council

St Johns Centre, Wrotham Road, Meopham, Kent, DA13 0AA - Tel: 01474 813779

Email: enquiries@meopham-pc.gov.uk

Website: www.meopham-pc.gov.uk



A Civility & Respect
Pledge Council

JOB DESCRIPTION –

CLERK & RESPONSIBLE FINANCIAL OFFICER

Overall Responsibilities

The Clerk to Meopham Parish 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 totally 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 provide senior operational management to the Council, ensuring the successful delivery of the Council's administration, services, projects, and events. The Clerk will provide leadership to council officers and will support Council in its strategic and policy-setting role.

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. To ensure that statutory and other provisions governing or affecting the running of the Council are observed. To issue procedural advice to the Council as a corporate body.
2. To monitor and oversee the management of the Council's accounts and ensure adequate record-keeping for audit and VAT purposes. To supervise the work of the Finance & Grants Officer in the day-to-day management of the council's finances.
3. To ensure that the Council's obligations for risk assessment and insurance requirements are properly met.
4. To assist and advise the Council in the formulation of a strategic plan for each council term, ensuring regular monitoring against agreed objectives, and ensuring an annual work programme is produced consistent with the Council's priorities.
5. To prepare agendas for meetings of the Council, Personnel Committee and any other committee, sub-committee or working group established by Council (the Clerk may choose to delegate this to another officer where appropriate). To attend such meetings and prepare minutes for approval. To oversee the Planning Applications Working

Group and Community Forums where such duties have been delegated to other officers.

6. To attend all meetings of the Full Council and the Personnel Committee. Attendance at other meetings will be on an as needed basis.
7. To manage the Parish Council office ensuring it is efficiently run, reviewing and monitoring systems, processes and procedures and updating where appropriate to ensure best practice is maintained. To ensure the council office is adequately equipped and resourced to fulfil the needs of the Council.
8. To oversee the management of incoming correspondence, telephone calls and documents on behalf of the Council, setting and supervising a office response time process and referring correspondence where necessary to Council. To issue correspondence as a result of instructions of, or the known policy of the Council.
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 and to produce reports for circulation and discussion by the Council.
10. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
11. To line manage the Deputy Clerk, Assistant Clerk, and Finance & Grants Officer in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment, training and development needs and work of other staff. To conduct performance management and appraisals for staff and oversee disciplinary/grievance procedures for the roles the Clerk line manages.
12. To monitor the implemented policies and strategies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications. To prepare draft policies and strategies for council's consideration, following best practice and legislation.
13. To act as the representative of the Council as required. To meet with external partners and facilitate opportunities for partnership working where appropriate.
14. To issue notices and prepare agendas and minutes for the Annual Parish Meeting: to attend the Annual Parish Meeting and to implement the decisions made at the Annual Parish Meeting that are agreed by the Council.
15. To undertake management of council projects, ensuring their successful delivery within agreed council policy and budgets. Supervision of this responsibility when management of a project has been delegated to another officer.
16. To manage and monitor council-owned assets and land, and to produce management/maintenance plans for council's consideration.
17. To monitor the management by the Deputy Clerk of the council's community engagement, newsletter, website, and social media presence, in line with an agreed Community Engagement Strategy. To supervise the Deputy Clerk in the preparation of press releases about the activities of, or decisions of, the Council.

- 18.** To ensure the adequate preparation of contract, specifications and tender documentation, and ensuring ongoing contract reviews are performed.
- 19.** To attend training courses or seminars on the work and role of the Clerk as required by the Council. To hold or work towards achieving the CiLCA qualification as a minimum requirement for effectiveness in the position of Clerk to the Council.
- 20.** 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.