



Appleton Wiske Parish Council

JOB DESCRIPTION

CLERK AND RESPONSIBLE FINANCIAL OFFICER

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 in particular to serve or issue all the notifications required by law of a local council's Proper Officer. The Clerk will be the Responsible Financial Officer and responsible for maintaining 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.
- 2 To monitor and balance the Council's accounts and prepare records for audit purposes and VAT. To prepare the PC budget for approval and maintain and update at regular intervals. To prepare the Annual Governance & Accountability Return (AGAR) and to provide the internal/external auditor with the information required by its due date.
- 3 To ensure that the Council's obligations for Risk Assessment are properly met. To ensure that the Council is adequately insured and that an up to date list of the Council's assets is maintained.
- 4 To prepare, in consultation with appropriate Councillors and in line with Standing Orders, Agendas for meetings of the Council. Draft agendas to be issued to all councillors two weeks ahead of meetings to allow for necessary amendments. To attend such meetings and prepare Minutes for approval and issue. Draft minutes to be issued within two weeks of the date of the meeting.
- 5 To attend all meetings of the Council.
- 6 To attend meetings of any committee and sub-committees as requested.
- 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 promptly. To issue correspondence as a result of instructions of, or the known policy of the Council. Correspondence to be issued in a timely manner.

- 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 and to ensure payment is received.
- 9 To ensure compliance with the General Data Protection Regulations together with the Chair and other designated Councillors.
- 10 To act as the representative of the Council as requested.
- 11 To issue notices and prepare Agendas and Minutes for the Annual Parish Meeting, to attend the assemblies of the Annual Parish Meeting and to record the decisions made at the assemblies that are agreed by the Council.
- 12 To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- 13 To assist the PC, as required, in obtaining quotations and contracts for works.
- 14 To work with and support the Councillors in their work.
- 15 To ensure that documentation is properly saved, stored and filed in accordance with the legislation including electronic and on paper.
- 16 To place notice of meetings and draft minutes on the village notice board.

Adopted by Appleton Wiske Parish Council, July 2024.