

Dolton Parish Clerk 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 functions, and in particular, to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk ensures that legal, statutory and other provisions governing or affecting the running of the Council are observed and is 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 Clerk is accountable to the Council for 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.

Key Tasks

1. Finance

- to manage the accounts and any savings or investments that the Parish Council may hold.
- to monitor and balance the Council's accounts and prepare records for audit purposes.
- to ensure that all VAT is reclaimed.
- to ensure that all financial Obligations of the Council are met
- to prepare the precept report
- to receive and report on invoices for goods and services to be paid for by the Council.
- to issue any invoices on behalf of the Council
- to operate the Council's Grant Aid scheme - receiving applications from local organisations and reporting to the Council

2. Administration

- to issue notices and prepare agendas for meetings of the Council in consultation with the Chair and to attend such meetings, administering the needs of the meetings and taking minutes
- to receive correspondence and documents on behalf of the Council. To issue correspondence as a result of instructions from Council
- to study reports and other correspondence pertinent to the business of the Council and to report to the meeting where necessary
- to draw up reports or information papers, either on own initiative or at the request of the Council
- to supervise and monitor the actions of any contractors or staff as appointed by the Council including the drawing up of contract papers, employment issues, salary or contractual payments
- to monitor any implemented policies of the Council where required
- to attend training courses on the work and role of the Clerk as required by the Council

To provide high quality clerical support to the Council and comply with any responsible requests from the Chair or members of the Council for any additional duties.

Person Specification

Criteria	Essential	Desirable	Clarified thru..
1.Financial Management Experience	E		Applic/Inter
2.Experienced administrator	E		Application
3.Previous / current Committee /Clerk experience		D	Applic/Inter
4.Knowledge of Local Government Procedures		D	Application
5.IT literate	E		Application
6.Good Inter-personnel and communication skills	E		Interview
7. Flexibility , reliability	E		Interview
8.Ability to work to own initiative and to deadlines	E		Interview
9.Supervisory experience		D	Application