

## BARTON PARISH COUNCIL - CLERK TO THE COUNCIL & RESPONSIBLE FINANCIAL OFFICER

### JOB DESCRIPTION

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 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 Clerk 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 solely responsible for all the financial records of the Council and the careful administration of its finances.

### **Specific Responsibilities**

- 1) To attend and organise all Parish Council meetings per year including an AGM and Annual Parish Meeting, to prepare, in consultation with appropriate members agendas for meetings, to take minutes of the meetings, record them and prepare the minutes for approval, carry out all actions required from the minutes.
- 2) To ensure that legal, statutory, and other provisions governing or affecting the running of the Council are observed.
- 3) To ensure that the Council's obligations to insure are properly met.
- 4) To ensure that the Council's obligations to employee's Tax, NI & PAYE are properly met.
- 5) To prepare an annual budget in relation to the Precept received from Preston City Council and all other income.
- 6) To keep accurate accounting records & prepare year end accounts for internal and external audit.
- 7) To complete VAT refunds and periodic reconciliations with current bank statements.
- 8) To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents and bring such items to the attention of the Council. To issue correspondence as a result of the instructions of, or the known policy of the Council.
- 9) 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 to ensure payment is received.
- 10) To draw up both on their own initiative and as a result of suggestions by councillors' proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses for action.
- 11) To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 12) To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of the Council.

- 13) To prepare & manage information for the Parish Council website & social media pages.
- 14) To provide, if necessary, a computer & printer and Wi-Fi for Parish Council work/ records; such equipment if supplied by the Council must be properly maintained and remains in Parish Council ownership.
- 15) To assist in the monitoring, development and refresh of the Barton Neighbourhood Plan.
- 16) To assist the Council and Cllrs, as statutory consultees, in providing responses to planning application consultations received from Preston City Council. To assist the Council and Cllrs in responding to all other applications, including those in the Wyre Council area of the Parish , that may have an impact on the parish both in support or opposition.
- 17) To carry out any further duties considered commensurate with the post.