

CHESHAM BOIS PARISH COUNCIL
CLERK / RESPONSIBLE FINANCE OFFICER
JOB DESCRIPTION

Overall Responsibilities

The Clerk will be the Proper Officer and as such ensure the Council carries out its functions as required by law, acting as administrator and serving notices on behalf of the Authority. 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 Council'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 also be the Responsible Finance Officer with responsibility for the financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1 Legal

To ensure that statutory and other provisions governing or affecting the running of the Council are observed.

2 Financial

To manage the financial affairs of the Council, attending to payments and receipts and to monitor and balance the Council's accounts and prepare records for audit purposes and VAT. To issue invoices on behalf of the Council for goods and services and to ensure that payment is received. To provide regular financial reports to the Council.

3 Risk Management

To ensure that the Council's obligations for Risk Assessment are properly met by generating appropriate schedules for checking on an annual basis.

4 Insurance

To ensure that the Council is properly insured with regard to property and liabilities, including public events

5 Administration

To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend all meetings of the council and all meetings of its committees and prepare minutes for approval. To attend meetings of Working Groups as required.

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 circulate and discussion by the Council.

6 Correspondence

To receive correspondence and documents on behalf of the Council and to deal with them or bring them to the attention of the Council. To issue correspondence as a result of instruction or acting on the known policy of the Council.

7 Policy and Projects

To monitor the implementation of the policies of the council to ensure they achieve the desired result. To use own initiative/work with members to draw up new proposals for consideration by the full Council and to advise on the practicability and likely effect of specific courses of action.

8 Supervision of Staff

To supervise the Sexton and the Cleaner in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of these staff.

9 Public and Press Relations

To act as the representative of the Council as required. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.

10 Website

To manage the Council's website using a content management system, ensuring it is kept up to date.

11 The Annual Parish Meeting

To issue a notice and agenda and record the minutes for the Annual Parish Meeting. To implement the decisions made that are agreed by the Council.

12 Burials

To liaise with all parties involved in burials to ensure that arrangements run smoothly. To keep records of interments, plot reservations and memorials and generate invoices for these. To issue deeds of ownership.

13 Cooperation with Partner Authorities

To cooperate with Buckinghamshire Council, Thames Valley Police, and any other public body on relevant matters such as highways, waste management, health and safety and crime reduction.

14 Contractors

To liaise with contractors sending out specifications for tender and letters of appointment. To monitor the completion of work before payment. To ensure contractors have adequate insurance in place and only employ those entitled to work.

15 Training and qualification

To attend training courses, seminars and conferences as required by the Council so as to keep up to date with current practice and legislation. If not CiLCA qualified, to work towards the achievement of Level 3, CiLCA qualification as Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.