

Ditton Priors Parish Clerk  
Job Description

**Job Title:** Parish Clerk  
**Location:** Predominantly working from home with attendance at evening meetings once per month and additional evening meetings as required.  
**Responsible to:** Full council  
**Hours:** Part Time, 10 hours per week.

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 authority's Proper Officer.

The Clerk will be 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 be the Responsible Financial Officer (RFO), 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, and that the Council conducts its business lawfully.
2. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To advertise such meetings as statutorily required and attend such meetings and prepare minutes for approval.
3. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT as the Responsible Financial Officer.
4. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met and to monitor and question such expenditure with a view to obtaining best value for money.
5. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
6. 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. To issue correspondence as a result of instructions of, or the known policy of, the Council.
7. To maintain a register of all Council property and assets and to ensure regular checks are made with regard to condition, repair and/or maintenance, reporting this regularly to Full Council.
8. To ensure that the Council's obligations for risk assessment and insurance are properly met.
9. To ensure that the Council's obligations under GDPR are properly met.
10. To Administer all the Council's paperwork and other legal documents.
11. To ensure the council's Website is kept up to date and all relevant documents are posted as  
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.

12. 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 likely effects of specific courses of action.
13. To undertake all necessary activities in connection with the management of their own salary and to ensure all statutory pension and tax payments are made.
14. To monitor the implemented policies and decisions of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
15. To act as the representative of the Council as required.
16. To issue all statutorily required notices, agendas and minutes for the Parish Meeting and ensure the public are aware of the date, time and location of the said meetings and to attend such meetings.
17. To prepare, in consultation with the Chair, press releases and newsletters about the activities of, or decisions of, the Council and to post items on social media as required and in accordance with the relevant policies.
18. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
19. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
20. To maintain the necessary professional knowledge required for the efficient management of the affairs of the Council by, for example, membership of The Society of Local Council Clerks or similar professional bodies.

### **Salary & Expenses**

1. The position of Clerk is offered as a part-time role of 10 hours per week.
2. The position of clerk will be subject to a probationary period of six months.
3. Salary will be in the range 13 to 23 depending on qualifications and experience.
4. All reasonable expenses, with receipts, incurred in the undertaking of the role of Clerk will be paid by the Council.
5. Professional training will be provided for suitable unqualified candidates.