



Woore Parish Council

Job Description

Parish 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 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 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 produce all 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 responsible for all the financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed
2. To prepare, in consultation with appropriate members, agendas for all meetings of the Council and, where relevant, its committees; to attend such meetings and prepare minutes for approval.
3. To issue notices, agendas and minutes for meetings and, where requested, to implement decisions made following a meeting.
4. To maintain the Council's financial accounts by recording transactions, monthly bank reconciliation, quarterly financial reporting, quarterly VAT returns and preparing end of year accounts for audit purposes. Liaison with internal and external auditors as required.
5. To ensure that the Council's obligations to insure are properly met.
6. To monitor and review the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications, in conjunction with appropriate members as/if required.
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.

8. 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.
9. To maintain the Parish Council's website in conjunction with appropriate members as/if required.
10. To draw up both on his/her 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 of action.
11. To interrogate all invoices received by the Council and ensure value for money on all goods and services provided, ensuring invoices are reported to the Council and paid in a timely fashion. To issue invoices on behalf of the Council for goods and services provided, ensuring payment is received.
12. To act as a representative of the Council as required and attend any Conferences/Seminars as / if required.
13. To prepare in consultation with the Chairman or other nominated Councillor, press releases about the activities of, or decisions of, the Council.
14. To attend to the maintenance and administration of Council amenities to include correspondence with users and contractors.
15. To manage/monitor projects to improve Parish amenities in accordance with Council agreed specifications, as / if required.
16. To act as the conduit between councillors and members of the public, providing a effective, constructive and polite service to all stakeholders.
17. To undertake continuous professional development including attendance at training courses relevant to the role of Parish Clerk.
18. To undertake other tasks allocated by the Council which are within the competence and capability of the post holder.

Woore Parish Council
27th July 2026