

Seascale Parish Council

JOB DESCRIPTION

CLERK TO THE COUNCIL

10 hours per week (worked flexibly) SCP 18-23 (£16.35 - £17.85)

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 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 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 the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

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.

Specific Responsibilities

1. To understand the role of the clerk/RFO by referring to guidance on the CALC and NALC web sites, the standing orders, policies and procedures of Seascale Parish council, undertaking training and updates as required.
2. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.

3. To ensure the budget setting process is followed and ensure effective monitoring and reporting as to the balance, income and expenditure of the Council's accounts and prepare records for audit purposes and VAT.
4. To ensure that the Council's obligations for Risk Assessment and Risk Management are properly met.
5. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
6. To attend all meetings of the Council and all meetings of its committees and ensure administration is in place for groups.
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. To issue correspondence as a result of instructions of, or the known policy of, the Council.
8. To undertake the roles and responsibilities as outlined in the financial standing orders including tendering, contract management, financial management and reporting.
9. To be aware of grant opportunities, work with councillors to apply for these, managing the process, reporting and ensuring onward viability of any project.
10. To update the asset register on an annual basis, ensuring that there is a lead councillor for each group of assets and that an asset file for each asset is maintained.
11. 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 and to ensure payment is received.
12. 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.
13. 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 likely effects of specific courses of action.

14. To supervise any other members of staff as their line manager if appointed, 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 other staff.
15. To ensure contracted staff and responsible councillors understand reporting arrangements.
16. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
17. To act as the representative of the Council as required.
18. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
19. To prepare, in consultation with the Chairman, press releases/social media posts about the activities of, or decisions of, the Council.
20. 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.
21. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks. And attendance at various events as notified.

End

MHB/JC 6/3/26