

# Misson Parish Council

## Clerk to the Council and Responsible Financial Officer

### Job Description

#### Specific Responsibilities

1. Initially the roles of Responsible Financial Officer and manager of the Cemetery will not be included until the successful candidate has consolidated the duties of Clerk
2. Training is available for Clerks new to the role – mentoring will also be available.
3. To ensure that statutory and other provisions affecting the running of the council are observed.
4. To monitor and balance the council's accounts and prepare records for audit purposes and VAT.
5. To ensure that the council's obligations for risk assessment and management are properly met.
6. To prepare, in consultation with the Chair, agendas for meetings of the council and committees. To attend such meetings and prepare minutes for approval.
7. To attend all meetings of the council and all meetings of its committees and sub-committees as required.
8. To receive and deal with, in accordance with the council's procedures, any or all correspondence and documents.
9. To receive and report on invoices for goods and services for the council and to ensure such accounts are met. To issue invoices on behalf of the council and to ensure payment is received.
10. To study reports and other data on activities of the council. Where appropriate, to discuss such matters with specialists and to produce reports for circulation and discussion by the council.
11. To draw up reports on his/her own initiative and as a result of suggestions by Councillors. To present these reports for consideration by the council. To advise on the practicality and likely effects of specific courses of action.
12. To implement the policies of the council and monitor to ensure they are achieving the desired results and, where appropriate, recommend changes.

13. To act as the representative of the council as and when required
14. To issue notices and prepare agendas and minutes for the Annual Parish Meeting. To attend the Parish Meeting and to implement the decisions made at the Parish meeting, as agreed by the council.
15. To prepare, in consultation with the Chair, press releases about the activities or decisions of, the council.
16. To administer the Cemetery – allocate burial plots, approve memorials.
17. To attend training courses or seminars as required by the council. If not achieved to work towards the achievement of the status of being a CiLCA (or equivalent) qualified clerk, as a minimum requirement for effectiveness in the position of clerk to the council.

May 2021