

# **SOUTH SWINDON PARISH COUNCIL**

## **JOB DESCRIPTION**

### **CLERK TO THE COUNCIL AND RESPONSIBLE FINANCIAL OFFICER**

#### **Overall Responsibilities:**

The Clerk to South Swindon Parish 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 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 and be responsible for all financial records of the Council and the careful administration of its finances.

The Clerk will be acquainted with and act upon any requests made under the Freedom of Information Act.

The hours are 37 per week including evening meetings.

#### **Responsible to:**

South Swindon Parish Council via the Chair.

#### **Responsible for:**

**Staff:** All staff employed by South Swindon Parish Council

**Office Premises:** Security of the Council's property and all equipment under its control.

**Finance:** All the financial transactions and records of the Council and the administration of its finances.

**Inspection:** Of premises, play areas, open spaces and equipment.

**Management:** Administration of the Council and its functions including Broadgreen Community Centre, allotments and sports facilities.

### **Day to Day Management:**

1. To carry out all the functions required by law of a local authority's Proper Officer and to issue all statutory notifications; to ensure that the Council's Standing Orders and Financial Regulations are correctly observed and implemented.
2. To ensure that there is effective risk control and that a risk assessment document is updated at least annually.
3. To prepare an up-to-date register of the council's property, ensuring that the property is regularly inspected and maintained and ensuring that it is covered by adequate insurance.
4. 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 relevant committee or full Council as appropriate. To issue correspondence promptly as a result of instructions of, or the known policy of the Council.
5. To manage the Parish Council's administration, in particular, the filing of papers and documents, easy retrieval of information, and the safeguarding of Council's documents and papers.
6. To supervise any other members of staff 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 including their health and safety and training.
7. To manage premises and facilities owned or operated by the Council in accordance with the directions or policies of the Council.
8. To maintain a working knowledge of relevant legislation, statutory instruments and codes of practice.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. 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.
11. To be fully conversant with the local planning system including the Local Development Framework and advise the Council accordingly.

### **Mentor Services:**

1. To act as Clerk to Central Swindon North Parish Council for 5 hours per week for each authority and attend the monthly Parish Council meeting.
2. To provide training for the Parish Manager at Central Swindon North Parish Council.

**Working with Councillors and the Community:**

1. In consultation with appropriate members of the Council, prepare agendas for meetings of the Council and its committees. To attend such meetings, including the annual parish meeting and prepare minutes for approval and subsequent distribution in accordance with statutory requirements.
2. To implement the decision made at meetings that are agreed by the Council.
3. To act as the representative of the Council as required.
4. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of the Council. To maintain effective and positive press and public relations and help to promote the image of the communities within the parish to residents, visitors and outside bodies.
5. To work with Councillors to improve, develop and keep updated the parish website.
6. 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.
7. To provide support to Council members to assist them in their role as Parish Councillors.
8. To provide a courteous and helpful response to members of the public seeking information and advice.

**General:**

1. To liaise and develop relationships with external bodies, including other local authorities, residents, businesses and local organisations.
2. 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.
3. To attend conferences, training courses or seminars on the work and role of the Clerk as required and authorised by the Council.
4. To undertake additional duties as required, commensurate with the level of the role.

**Note:**

This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities associated with and covered by the grading of this post.