

**Bradwell Parish Council**  
**Job Description**  
**Clerk to the Council and Responsible Financial Officer**

**Overall responsibilities**

The Clerk to the Council is 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 is accountable to the Council for the effective management of all of its resources and will report to them as and when required.

The Clerk will be the Responsible Financial Officer and 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, seeking expert advice as necessary.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT, including reclaiming VAT. To present accounts and bank reconciliations to councillors quarterly for their approval.
3. To line-manager all other staff and delegate duties in keeping with the policies of the Council. Undertake all necessary activities in connection with the management of salaries, pensions, contracts and conditions of employment.
4. To supervise and mentor other staff as necessary and participate in staff recruitment.
5. To ensure that the Council's obligations for Risk Assessment and Asset Management are properly met.
6. To prepare, in consultation with appropriate members, agenda for meetings of the Council and Committees. To

attend such meetings and prepare minutes for approval (other than where such duties have been delegated to another officer).

7. To attend all meetings of the Council and all meetings of its committees and sub-committees (other than where such duties have been delegated to another Officer).
8. To receive and deal with correspondence and documents on behalf of the Council or bring such items to the attention of the Council. To issue correspondence as a result of instructions or the known policy of the Council.
9. 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.
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 draw up proposals for the Council on their own initiative and as a result of suggestions by Councillors and advise on practicability and likely effects of specific courses of action.
12. To monitor the implemented policies of the Council to ensure that they are achieving the desired result, legally compliant and aligned with best practice and, as necessary, suggest appropriate modifications.
13. To act as the representative of the Council as required, including being available to the public at reasonable times to respond to their queries and complaints (other than where such duties have been delegated to another Officer).
14. To issue notices and prepare agenda and minutes for the Parish Council meetings; to attend Parish Council meetings, and if required, meetings of its committees and working parties, and to implement decisions that are agreed by Council.
15. To prepare, in consultation with the Chair or other Council authority as delegated, public communications and press releases about the activities of, or decisions of, the Council.
16. To attend training courses or seminars on the work and the role of the Clerk as required by the Council.
17. If not CiLCA qualified, to work towards achievement of Level 3, CiLCA qualification as Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.

18. To attend Conferences of the National Association of Local Councils, Society of Local Council Clerks and other relevant bodies, as a representative of the Council, as required.
19. To keep accounting records of King George's Field, Bradwell Charity and complete its annual online return to the Charity Commission.
20. To assist with the administration of such other not-for-profit and charitable organisations as the Council undertakes to lawfully administer.