

**Job Description**  
**Clerk & Responsible Financial Officer**  
**Utterby Parish Council**

**OVERALL RESPONSIBILITIES**

1. The Clerk to the Council will be the Proper Officer of the Parish Council and as such is under statutory duty to carry out all the functions and in particular to serve or issue all notifications by law of a local authority's Proper Officer.
2. The Clerk will be responsible for ensuring that the instructions of the Parish Council in connection with its function as a Local Authority are carried out.
3. The Clerk is expected to advise the Parish Council on and assist in the formation of overall policies to be followed in respect of the Council's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.
4. The Clerk will be accountable to the Council for the effective management of all its resources.
5. The Clerk will be responsible for producing 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 ensure that the Council has full insurance cover and it is regularly reviewed.
3. In consultation with the Chair of the Council prepare agendas, attend meetings, and prepare minutes for approval for Parish Council meetings and the Annual Parish meeting.
4. To produce the local magazine, Utterby Voice twice yearly. To manage the Council's website and Facebook page.
5. To receive correspondence and documents on behalf of the Council and to deal with them and also bring such items to the attention of the Council.
6. To study reports and other data relevant to the running of the Council and its obligations.
7. To keep the Council advised on actions dealt with and their effects.
8. To act as representative of the Council as required.
9. To prepare press releases of the activities or decisions of the Council, where required.
10. To keep the Notice Board information updated outside the Village Hall.

- 11.To keep a log of planning applications received, to upload the Council's comments to any relevant applications and keep a record of outcomes.
- 12.To report any issues regarding planning enforcement to ELDC as resolved to do so by the Utterby Parish Council.
- 13.To deal with the General Public on all parish matters as required.
- 14.To report on problems with roadways and lighting with ELDC and LCC.
- 15.To administer the online Bank Account and prepare all monthly payments for relevant councillors to authorise.
- 16.To prepare a monthly payment schedules and quarterly financial monitoring reports for the Council.
- 17.To prepare a budget report to assist the Council in setting of the precept for the next financial year.
- 18.To liaise with the internal auditor each year and to supply to them the Council's records for auditing. To prepare the annual AGAR (Annual Governance and Accountability Return) documentation to take to the Parish Council.
- 19.To be responsible for the PAYE and submission of the Employer Annual Return.
- 20.To receive and report back on invoices for goods and services to be paid by the Council and to ensure accounts are met.
21. Any other duties which are in line with the position of Clerk and RFO.