

# **ILLOGAN PARISH COUNCIL**

## **LOCUM CLERK TO THE COUNCIL**

### **Job Description**

#### **Overall Responsibilities**

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

The Locum Clerk will be responsible for all the financial records of the Council and the careful administration of its finances and will be the Locum Responsible Financial Officer to the Council.

#### **Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes, and VAT.
3. To ensure that the Council's obligations for risk assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its Committee and Sub-Committees.
6. 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 know policy of the Council.

7. 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 to ensure payment if received.
8. 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.
9. To draw up both his/her 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.
10. To supervise any other members of staff as their line manager 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.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. To issue notice 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.
14. To prepare, in consultation with the Chairman, press releases about activities of, or decisions of, the Council.
15. To attend training courses or seminars on the work and role of the Locum Clerk as required by the Council.