



NORTHBOROUGH PARISH COUNCIL

www.northboroughpc.co.uk

Acting Clerk: Alison Benfield BA (Hons) FILCM

Turves Barn, Whitepost Road South, Eye, Peterborough, PE6 7SW

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JOB DESCRIPTION

JOB TITLE: PARISH CLERK

PURPOSE OF THE POST To act as the Council's advisor on all matters, and to ensure the efficient execution of all decisions taken by the Council and all administrative functions.

Designated Responsible Financial Officer under Section 151 of the Local Government Act 1972, Head of the paid service and Proper Officer.

The Parish Clerk is responsible to the Council as a corporate body and, notwithstanding any political composition of the Council, shall act at all times in an impartial and apolitical manner. The Parish Clerk shall at all times act in the Council's best interests and shall accordingly advise the Council in matters of policy.

RESPONSIBLE TO: THE COUNCIL

Line management of the Parish Clerk is via the Staffing Panel with the Chairman designated as direct line Manager.

RESPONSIBLE FOR: ADMINISTRATION

- 1 Democratic Service provision
 - preparation and dispatch of all agendas and summonses to all meetings of the Council
 - preparation and submission of all minutes from meetings
 - Execution of all decisions reached at meetings
 - Maintaining registers and records
 - Act as the Council's Public Relations Officer
 - Act as the Clerk of the Council as a 'Burial Authority' keeping of Burial Records and Registers, providing a professional service to Funeral Directors and members of the public
- 2 Performance Framework
 - Actively promote and maintain good working relationships with all partner organisations

PERSONNEL

- 3 HR function
 - Remuneration of all staff
 - Operation of HR requirements
 - Health and safety of staff
 - Training

FINANCIAL

- 4 Statement of Accounts
 - Preparation of Estimates of Income and Expenditure
 - Budgetary control
 - Short, Medium and long-term planning
 - Investment and Security of council finances
 - The control of all the Council's financial dealing and ensuring best value is achieved
- 5 Audit
 - Meeting requirements of Internal Audit
 - Meeting requirements of External Audit
 - Submission and advertising of Annual Return
- 6 Insurance
 - The care, security and adequate insurance of all the Council's assets.

ASSETS

- 7 Property
 - To ensure the care, security and usage of all the Council's property
 - Ensure all legal requirements are met
- 8 Parks and Play Areas
 - To ensure the care, security and usage of all the Council's property
 - Inspect, maintain and propose improvements to equipment as required
 - Ensure all legal requirements are met
- 9 Land and Open Spaces
 - To ensure the care, security and usage of all the Council's property
 - Inspect, maintain and propose improvements to land and open spaces as required
 - Ensuring the burial ground is kept and maintained in good condition
 - Ensure all legal requirements are met

LEGAL

- 10 To be the Council's legal advisor on all matters pertaining to the Council's business taking court action when necessary and representing the council at inquiries or within court cases as required.

OTHER DUTIES:

Undertake any other appropriate duties as determined from time to time by the Council to achieve the aims and requirements of the Council including covering other posts in times of absence.