

**WESTON LONGVILLE PARISH COUNCIL  
CLERK & RESPONSIBLE FINANCIAL OFFICER  
JOB DESCRIPTION**

**Overall responsibilities:**

The Clerk to the Parish Council will be the Proper Officer of the Council and under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law. 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 will advise the Council on and assist in the formation of policies, produce information required for making effective decisions and implement decisions. The Clerk will be accountable to the Council for the effective management of its resources and will report as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the administration of its finances.

**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 all records for audit purposes and VAT.
3. To prepare the annual budget.
4. To maintain and update documents pertaining to legislation, such as Freedom of Information Act, General Data Protection Regulations, Declaration and Register of Interests, Elections and formal notices of Audit Inspection.
5. To ensure that the Council's obligations for Health and Safety, Risk Assessment and insurance are properly met.
6. To act as Data Protection Officer for the Parish Council
7. To issue notices and prepare agendas for Council meetings.
8. To attend all meetings of the Council and other meetings as required.
9. To take minutes of Council meetings for approval.
10. To ensure that the Council makes legal decisions and to implement those decisions.
11. To receive and send correspondence and documents on behalf of the Council, to bring items to the attention of the Council, to issue correspondence as a result of instructions and to file and keep secure Council papers.
12. To attend to Planning Applications, advise the Council on previous history, consult those affected and ensure that the Council's comments reach Broadland District Council by the relevant date.
13. To receive and report on invoices for goods and services to be paid by the Council, to issue invoices and ensure payment is received.
14. To conduct research and to produce reports for discussion by the Council, with advice on practicability and likely effects of specific courses of action.
15. To act as the representative of the Council as required.
16. To issue notices, prepare agendas, take minutes for the Annual Parish Meeting and to implement decisions.