



DONNINGTON AND MUXTON PARISH COUNCIL

JOB DESCRIPTION CLERK TO THE COUNCIL AND RESPONSIBLE FINANCIAL OFFICER

Job Title: Clerk to the Council and Responsible Finance Officer

Hours: 37 hours per week. This may also include some requirement to work some weekends and evenings. Any additional hours worked will be given as Time Off in Lieu up to a maximum of 8 hours. Any more than this will be paid as overtime.

Salary: NJC SCP 33-36.

Terms: Permanent contract starting 2nd February 2025. Probationary period for the first 3 months of contract.

Responsible to: Parish Council.

JOB DESCRIPTION

1.	PURPOSE OF THE ROLE
1.1	The Clerk to the Council will be 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 Office. The 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 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 Clerk will be responsible for all the financial records of the Council and the careful administration of its finances.
2.	MAJOR TASKS
2.1	Specific Responsibilities - To ensure that legal, statutory, and other provisions governing or affecting the running of the council are observed. - To monitor and balance the Council's accounts and prepare records for audit purposes, and VAT. - To ensure that the Council's obligations to insure are properly met. - 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. - 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 the instructions of, or the known policy of, the Council. - 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 ensure invoices are issued on behalf of the

	Council for goods and services to ensure payment is received. - 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. - To draw up both on his own initiative and as a result of suggestions by councillors' proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action. - To supervise other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff. - To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications. - To act as a representative of the Council as required. - To issue notices 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. - To attend all meetings of the council and all meetings of its committees. - To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council. - To attend training courses on the work and role of the Clerk as required by the Council. - To attend the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required. - To be the Parish Council's Data Protection Officer.
2.2	Asset Management - To manage all aspects of Turreff Hall including maintenance, repairs and buildings condition. - To manage all aspects of Donnington and Muxton Community Library including recruitment and management of volunteers. - To manage all aspects of the public toilets including the contract cleaner, condition of building and any issues that may arise. - To manage all aspects of the Parish Council allotments including the plot holders ensuring they maintain the plots in accordance with their lease. - To liaise with Council staff to develop, plan and promote community use of the Parish Council's community buildings to help generate new income streams. - To manage the Council's land including St Matthew's Church closed churchyard, bus shelters, street lighting and street furniture. - To manage the tenant of Cordingley Hall to ensure terms and conditions of the tenancy agreement are being adhered to. - To work closely with the Deputy Clerk and Community Events and Engagement Officer regarding budgets for events and any other activities of the Parish Council. - To contact and work with contractors regarding maintenance and upkeep of all Parish Council assets. To issue Service Level Agreements and ensure that the work is being carried out to the highest standard. - To ensure the Speed Indicator Display Signs are kept in working order and moved around the parish at the agreed locations and times. - To undertake fire risk management of said assets.
3.	CONTACTS
3.1	- Report directly to the Council and work co-operatively with other members of the Parish Council Staff.

	- Regular contact with a wide range of community building users, partners, voluntary groups and residents. - Liaise and work closely with community building users, partners, voluntary groups and residents to resolve any complex problems and issues affecting local residents. - Regular contact with Parish Council and Borough Councillors. - Daily communication with the team in order to pass on and receive information and ensure that the Parish Council operates efficiently and effectively. - To deal with complaints received from members of the public. - To act as a representative of the Council. - To liaise with contractors as and when required. - To liaise with Telford & Wrekin Council Officers as and when required.
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4.	HOURS OF WORK
4.1	- 37 hours per week to work Mondays to Fridays. There will also be some requirement to work some weekends and evenings. Any additional hours worked will be given as Time Off in Lieu up to a maximum of 8 hours. Any more than this will be paid as overtime. - In the event of staff shortage, through illness or other, the Clerk may be required to work hours to ensure that the Parish Council and Donnington and Muxton Community Library continues to function as required.