

DUNCHIDEOCK PARISH COUNCIL

PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

PERSON SPECIFICATION & JOB RESPONSIBILITIES

Person Specification

Experience in administration and finance

- Previous local government experience
- Experience of accounting, preparing financial statements and HMRC tax systems
- Experience of preparing agendas and taking minutes

Skills and ability

- Good interpersonal and communication skills
- Ability to organise workload unsupervised within set time frames
- Ability to manage and organise paperwork files
- IT skill to use computer, file management, backup and website updates
- Competence in email, MS Word and Excel

Other

- Prepared to attend evening meetings
- Ability to travel locally
- A flexible approach to working hours
- Willingness and enthusiasm to enhance appropriate skills

Overall Responsibilities

The Clerk to the Council will be the Proper Officer of the Council to carry out all the functions and serve all the notifications required by law. The Clerk will:-

1. Be responsible for ensuring that instructions of the Council are carried out.
2. Advise the Council on policies to be followed in respect of the Authority's activities and produce the information required for making effective council decisions and to implement all decisions.
3. Be the Responsible Financial Officer for all financial records of the Council and administration of finances and annual reports of accounts and audit processes.
4. Ensure all appropriate legislative regulations are up to date and necessary additions or changes are brought to the Council for consideration and adoption

Specific Responsibilities

1. To ensure that statutory provisions affecting the running of the council are observed.
2. To prepare, in consultation with the appropriate members, agendas for meetings of the council, including the Annual Parish Meeting, and to attend such meetings and prepare draft minutes for approval within 5 days of the meeting.

3. To attend the council meetings including the Parish Meeting and to implement the decisions as agreed by the council.
4. To monitor and balance the council's accounts and prepare records for audit purposes and VAT.
5. To ensure that the council's obligations for risk assessment and management are properly met.
6. To receive and deal with, in accordance with the council's procedures, all correspondence and documents.
7. To receive and report on invoices for goods and services for the council and to ensure such accounts are met and to issue invoices on behalf of the council and to ensure payment is received.
8. To study reports and other data on activities of the council and as necessary, to discuss such matters with specialists and produce reports for circulation and discussion by the council.
9. To monitor the policies of the council to ensure they are achieving the desired results and, where appropriate, suggest changes.
10. To act as the representative of the council as required.
11. To attend training courses or seminars as required by the council.

Approved 8th September 2025