

**Hinderwell Parish Council**  
**Clerk (& Responsible Financial Officer) Job Description**

**Main purpose of the role:**

- to provide advice and guidance to the Parish PC (PC)
- to ensure records are maintained in line with statutory requirements
- to provide effective administrative support to the Chair and committee Chairs
- to ensure all aspects of the PC's work are compliant with the Nolan Principles, the terms of reference of the PC, Code of Conduct and best practice
- to compile & manage information effectively in accordance with legal requirements

**Specific responsibilities:**

- to ensure that statutory and other provisions governing or affecting the running of the PC are observed.
- to monitor and balance the PC's accounts and prepare records, as required, including for audit purposes and VAT.
- to issue notices, prepare, in consultation with appropriate members, agendas for meetings of the PC and committees & attend all meetings, thereafter producing draft minutes, indicating who is responsible for any agreed action with timescales, and send drafts to the relevant chair for approval prior to circulation
- to maintain a record of signed minutes of meetings and ensure copies are sent to relevant bodies on request and are published as agreed at meetings
- to follow-up any agreed action points with those responsible and inform the chair of progress.
- to advise in advance of the expiry of a councillor's term of office, so elections or appointments can be organised in a timely manner.
- to maintain a register of pecuniary interests and ensure the record of business interests is reviewed regularly and lodged securely.
- to maintain a record of training undertaken and attendance records and advise the chair of potential disqualification through lack of attendance.
- to receive and maintain a record of correspondence, on behalf of the PC, and to bring such items to the attention of the Chair or deal with the correspondence as appropriate, in line with and/or as a result of instructions or known policy of the PC.

- to receive and report on invoices for goods and services to be paid for by the PC and to ensure such accounts are met. To issue invoices on behalf of the PC for goods and services and to ensure payment is received.
- to ensure that the PC's obligations for Risk Assessment are properly met.
- to access appropriate legal advice, support and guidance, and where necessary seek advice and guidance from third parties on behalf of the PC.
- to liaise with external agencies, including Local Authority officers, Highways, The North Yorks Moors National Park and report to the PC on relevant issues and outcomes.
- to maintain archived materials and records.
- to develop good local knowledge, in order to advise the PC, both on the practicability and likely effects of plans under consideration by the PC.
- to monitor the implemented policies of the PC to ensure they are fit for purpose and up-to-date and, where appropriate, suggest modifications.
- to act as the representative of the PC as required.
- to prepare, in consultation with the PC, website updates, press releases etc. about the work of the PC and keep notice boards etc. up to date.
- to oversee the management of the PC's assets.
- to take responsibility for your professional development by undertaking appropriate and regular training and development to maintain knowledge and improve practice.

**As part of the PC's responsibilities is the management of Hinderwell Cemetery, the role includes:**

- liaison the with next of kin, funeral directors, grave diggers, stone masons etc.
- management of fees
- management of records
- oversight of the maintenance of the cemetery and arrangements for burials

The current arrangements are under review by the PC and will be discussed in more detail at the interview.