

SWINESHEAD PARISH COUNCIL



Parish Council Office

1 & 2 North End | Swineshead | PE20 3LR

Chairman | Councillor Carl Gibbard

Clerk | Victoria Clark

CLERK TO THE COUNCIL OVERALL RESPONSIBILITIES

Swineshead Parish Council is seeking to appoint a Clerk to the Council and Responsible Financial Officer (RFO).

The Clerk is the Proper Officer of the Council and is legally responsible for carrying out all statutory duties,

A full RFO job description is available.

The Clerk will be accountable to the Council as a whole, managing all its resources effectively and reporting to members as required.

Key Responsibilities:

1. Ensure compliance with all relevant legislation, statutory obligations, and Council policies.
2. Oversee the Council's risk management processes and ensure all risk assessments are carried out.
3. Prepare agendas, in consultation with the appropriate members, for Council and committee meetings. Attend meetings, take minutes, and ensure accurate records are maintained.
4. Manage all correspondence and documentation on behalf of the Council, ensuring timely responses and appropriate actions.
5. Research and provide reports on Council activities and relevant external matters to support informed decision-making.
6. Develop proposals for consideration by the Council and provide guidance on their feasibility and implications.
7. Monitor and evaluate Council policies to ensure their effectiveness and recommend improvements where necessary.
8. Act as the Council's representative at meetings and events when required.
9. Draft and issue press releases, in consultation with the Chairman and/or Vice Chairman.
10. Undertake relevant training and development, including working towards achieving the status of a Qualified Clerk (if not already held).
11. Maintain professional knowledge, including membership in relevant professional bodies such as the Society of Local Council Clerks (SLCC).