

BISHOPSTEIGNTON PARISH COUNCIL

DRAFT

Job Description – Clerk/Proper Officer & Responsible Financial Officer

Core responsibilities -

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 Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Parish Council 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 Council'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 the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities -

- To ensure that 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 for Risk Assessment are properly met.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. Prepare minutes, of meetings attended, for approval.
- To attend all meetings of the Council and all meetings of its committees and sub-committees; unless the committee or subcommittee has an appointed secretary.
- 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 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 issue invoices on behalf of the Council for goods and services and 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 and to produce reports for circulation and discussion by the Council.
- To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
- 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 Annual Parish Meeting held between 1st March and 1st June each year: to implement the decisions made at this assembly that are agreed by the Council.
- To issue notices and prepare agenda and minutes for and attend the Parish Council Annual General Meeting held in May.
- To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- To attend training courses or seminars on the work and role of the Clerk as required by the Council.

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- To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
- To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of The Society of Local Council Clerks.
- To attend the Conference of the National Association of Local Councils, Society of Local Council Clerk's, and other relevant bodies, as a representative of the Council as required.

Job Description – Cemetery Officer

Core responsibilities -

The purpose of this role is to administer the day to day running of Bishopsteignton open Cemetery, keeping accurate records and liaising with customers and other professionals to ensure that customers' needs are met and that legal requirements are adhered to.

The Cemetery Officer will play an active role in the development of the cemetery contributing to improvements in practices and procedures and ideas for changes to the cemetery grounds.

The Cemetery Officer's role is additional to that of the Proper Officer of Bishopsteignton Parish Council who holds the overall responsibility for the management of the Cemetery in accordance with the decisions made by the Cemetery subcommittee of Bishopsteignton Parish Council.

Specific Responsibilities -

- Receive and respond to enquiries concerning the cemetery.
- Have an awareness and understanding of the needs of bereaved people including religious and non-religious beliefs relating to funeral and burial rights, displaying sensitivity and empathy.
- Provide information and advise applicants on actions required referring if appropriate to other professionals and assist with applications where necessary
- Process requests for purchase of Grant of Rights of burial, transfer of grants, memorials and other transactions, administering application forms and applying/receiving the appropriate fees
- Check all applications to ensure that they are accurate and correct and comply with legal requirements and Cemetery rules and policies.
- Issue/ amend Grants of Right of burial "deeds" or other documentation in accordance with burial law, cemetery regulations and government regulations.
- Accurately register or record all details of new transactions in accordance with burial law, cemetery regulations and government regulations.
- Correct or log any historical errors if found
- Maintain the filing system to ensure it remains accurate and up to date (including electronic files).
- Ensure that all information is kept in accordance with the requirements of the Data Protection Act.
- Co-ordinate ground works and erection of monuments with the relevant trades including marking locations and checking works carried out

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- Attend the cemetery after funerals to ensure that everything is in order and all relevant paperwork is present and correct.
- Provide regular reports or refer any issues or problems to the Cemetery subcommittee of Bishopsteignton Parish Council and attend meetings as required.
- Be aware of Health and Safety within the cemetery and inform the Cemetery subcommittee of Bishopsteignton Parish Council if any risks are identified.
- Identify and suggest improvements to processes, contribute to future planning, changes to rules, forms, policies etc.
- Keep up to date with changes to legislation/ good practice and be willing to attend cemetery management or other relevant courses.
- Be professional and diplomatic at all times
- Undertake any other duties required by the council consistent within the level and scope of the post