



CLERK/ENGINEER

Nearest Spine Point 40
Essential User Car Allowance
Reporting to Board

Overall Purpose

To develop the strategy and overall direction of the Board.

Duties, Tasks and Responsibilities

- All arrangements and administration in relation to the Board.
- Liaise with local Councils regarding representatives on the Board.
- Attend to all legal matters, liaising with solicitors when necessary.
- Make arrangements for the proper administration of the financial affairs of the Board.
- Manage to secure economic, efficient and effective use of resources and safeguard the Board's assets.
- Select suitable accounting policies and apply them consistently.
- Comply with generally accepted accounting practice.
- Produce estimates that are reasonable and prudent.
- Keep proper up to date accounting records.
- Take reasonable steps for the prevention and detection of fraud and other irregularities.
- To be the responsible person (Returning Officer) for the election of members held every three years.
- Prepare the Statement of Accounts at each year end – present for audit.
- Distribute to members and other interested parties.
- Complete statistical returns.
- To organise and manage office staff.