

## Parish Clerk and RFO Job Description

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|------------------------|---------------------------------------------------------------------------|
| <b>Post Title:</b>     | Parish Clerk, Responsible Financial Officer (RFO) and Trust Administrator |
| <b>Hours:</b>          | 7 hours per week (to include meetings and 1 hour for Trust)               |
| <b>Salary:</b>         | Local Authority salary scales                                             |
| <b>Accountable to:</b> | The Council as corporate body                                             |
| <b>Location:</b>       | Working from home                                                         |

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### Section 1: Role Overview

The Clerk of the Parish Council is the Proper Officer and Responsible Financial Officer and as such is responsible for the administration of the Council's business and ensuring that the Council remains legally compliant. The range of responsibilities of the Clerk and RFO to fulfil the needs and best interests of the Parish Council are as follows:

### Section 2: Duties

#### (i) Legal Compliance

- Proactively keep up to date with relevant changes in legislation affecting local councils.
- Ensure that all statutory and other provisions governing or affecting the running of the council are observed.
- Ensure that the Standing Orders and Financial Regulations are reviewed at least annually or when the law changes, and that other policies are reviewed as appropriate. Make sure that the Council as a whole and councillors are aware of our policies and procedures.
- Respond to requests made under freedom of information legislation and rights exercisable under data protection legislation.
- Manage the Parish Council website so that it is fully compliant with the above in a timely manner.

#### (ii) Parish Council, Committee and Parish meetings

- Prepare informative agendas and minutes for meetings of the Council and its committee(s), in consultation with the Chair, taking account of the Council's Standing Orders and Terms of Reference.
- Attend all meetings of the full Council and its committees, taking formal minutes of the meetings and create an action log. Ensure that these actions are taken in advance of the following meeting. Distribute minutes of meetings promptly afterwards.
- Issue notices and agendas for the statutory Annual Parish meetings, taking formal minutes of the meetings.

#### (iii) Parish Council Administration

- Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format.
- Manage councillor vacancies including co-option and elections. Hold acceptance of office forms and a copy of every councillor's register of interest.
- Ensure adequate links are maintained with partner organisations to enable community contact to be established and to report problems and seek information.
- Place and manage orders for the purchase and supply of goods and services.
- Maintain the Council's asset register and ensure that the contracts, leases and licenses are in place for all the buildings and land that the Council owns or manages.
- Manage the Council's response to planning applications making sure that the Council's response is sent to the planning authority on time.
- Receive correspondence and documents on behalf of the Council, following known policy of the Council and in liaison with the appropriate councillors, respond on behalf of the Council.
- Remain informed about relevant current legislation and other issues which affect

- the Council and the community
- Update the Council's action plan and monitor the progress of schemes.
- Advise on the impact of Council proposals and planned activities and suggest specific courses of action that might be taken.

**(iv) Health and safety, risk and matters of insurance**

- Ensure the Council's statutory obligations for the proper management of all health and safety matters are met, including the review of the Council's Health and Safety Policy
- Arrange appropriate inspections and risk assessments where necessary, for the safe management of council business and activities.
- Present the results of risk assessments to the council and ensure that any actions identified in risk assessments are completed as directed by the Council.
- Ensure insurance cover is in place as is required or mandatory and keep proper insurance records.

**(v) Financial management**

- Annually in September through to November prepare budget estimates for the following year for presentation and approval to each committee and full council. From these estimate the council's precept requirement and submit the precept request no later than the end of November.
- Maintain appropriate records, make proper returns and VAT reclaims.
- Manage banking arrangements, cash flow, investments and bank transfers.
- Present financial reports as required, to include monthly bank reconciliations, receipts and payments, and a monthly report on income and expenditure against budget, forecasting for the remainder of the year and highlighting any potential overspends.
- As soon as possible after 31 March, present a statement summarising the Council's income and expenditure for the year, along with the accounting statements to the Council for approval.
- Liaising with the internal auditor, meet the Council's obligations for internal and external audit.
- Research and bring forward opportunities to apply for grants to support council's objectives.

**(vi) Staff Management**

- Working with the Chair to effectively manage your own workload and ensure your day-to-day duties are covered. Work with the Staffing Committee to agree your contract and job description are in place and up to date. The Staffing Committee will conduct the appraisal process, and appropriate objectives and training plans.

**(vii) Asset Management**

- Ensure the Council's land and property assets are maintained and that any required remedial work is scheduled.
- Liaising with contractors to ensure work is carried out to the correct standard and as specified with the quotation.
- Book all required annual tests and inspections and follow up on any remedial action or work required.
- Ensure that the provision of assets and land meets the Council's objectives
- Actively manage the Council's land and property assets to optimise revenue and value to the community.

**(viii) General**

- Manage the Parish Council's website and update the social media account to ensure it is accurate and up to date.
- Liaise and maintain good relationships with other authorities and stakeholders
- Be able to give objective, unbiased advice to councillors and to maintain professional detachment from the views of councillors and the community.

- Balance the requirements of councillors and support the whole of the Council as a corporate body.
- Attend, if desired, regional/national conferences of representative bodies likely to have agenda items of interest affecting the future development of the Parish Council and report back to the council on relevant issues.

Subject to workload, the Clerk can be expected to be involved in other activities to support the Council, such as undertaking research and assisting the Council in communicating with the public through regular newsletters, information published on social media, and in the local press.

## Person Specification

| Qualifications, Knowledge, Skills and Experience                                                                  |           |           |
|-------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Criteria                                                                                                          | Essential | Desirable |
| High standard of literacy and numeracy skills                                                                     | X         |           |
| Certificate in Local Council Administration, or Readiness to undertake training to attain the CiLCA qualification | X         |           |
| Experience of office and financial administration and budget preparation                                          | X         |           |
| Highly organised with excellent planning skills and an ability to meet tight deadlines                            | X         |           |
| IT literate with intermediate level MS 365 skills especially Outlook, Word, Excel and Adobe Acrobat               | X         |           |
| Strong management skills with the ability to work positively with both employees and councillors                  | X         |           |
| Willingness to complete further personal and professional development                                             |           | X         |
| Ability to travel to parish and office                                                                            | X         |           |
| Local government experience                                                                                       |           | X         |
| Ability to Communicate across a broad range of stakeholders and the public                                        | X         |           |
| Able to work collaboratively with outside organisations and develop and maintain positive relationships           | X         |           |
| Ability to work with the internal auditor                                                                         | X         |           |
| Working knowledge of parish or town council                                                                       |           | X         |
| Experience of customer complaints and FOI handling                                                                |           | X         |
| Electronic bookkeeping or financial system experience                                                             |           | X         |
| Knowledge of local government account and audit requirements                                                      |           | X         |
| VAT and or income tax knowledge/experience                                                                        |           | X         |
| Website development and administration                                                                            |           | X         |
| Project Management Skills                                                                                         |           | X         |
| Previous experience in buildings and asset management                                                             |           | X         |
| Knowledge of Health and Safety requirements                                                                       |           | X         |
| Driving license                                                                                                   |           | X         |

| Personal attributes                                          |           |           |
|--------------------------------------------------------------|-----------|-----------|
| Criteria                                                     | Essential | Desirable |
| Excellent communication and interpersonal skills             | X         |           |
| Friendly, approachable and diplomatic                        | X         |           |
| A flexible, pro-active, and collaborative, 'can do' approach | X         |           |

|                                                                      |          |  |
|----------------------------------------------------------------------|----------|--|
| Honesty, transparency and a willingness to improve practice          | <b>X</b> |  |
| Treat people with equity and inclusivity with respect for diversity  | <b>X</b> |  |
| Availability to work evenings for attendance at meetings             | <b>X</b> |  |
| Flexible attitude to working arrangements to meet the councils needs | <b>X</b> |  |