



Job Description – Clerk and Responsible Financial Officer (RFO)

Overall Purpose of the Role

The Clerk to the Council is the Proper Officer of the Council and is responsible for ensuring that all statutory duties, legal obligations, and lawful instructions of the Council are carried out. The Clerk provides professional advice, supports policy development, and ensures the efficient and effective management of the Council's resources.

The postholder is also the Responsible Financial Officer (RFO) and has overall responsibility for the financial administration of the Council, including the maintenance of accurate financial records and the prudent management of its finances.

The Clerk is accountable to the Council as a corporate body and reports to it as required.

Key Responsibilities

1. Governance and Statutory Duties

- Ensure that all statutory and regulatory requirements affecting the Council are understood, complied with, and reviewed regularly.
- Act as the Council's Proper Officer, issuing all statutory notifications, notices, and documents required by law.
- Maintain up-to-date knowledge of relevant legislation, guidance, and best practice, advising the Council accordingly.
- Ensure that all Council policies are implemented, monitored, and reviewed at appropriate intervals.

2. Financial Management (as Responsible Financial Officer)

- Manage and balance the Council's accounts, ensuring accurate financial records are maintained.
- Prepare monthly budget monitoring reports and support the annual budget-setting process.
- Administer all grants, loans, trustee funds, and savings accounts.
- Reclaim VAT and ensure timely payment of National Insurance and any other statutory payments to HMRC.
- Prepare all financial documentation for internal and external audit and ensure compliance with audit requirements.
- Review contracts and services periodically to ensure value for money.
- Issue and process invoices for goods and services and ensure prompt payment or receipt.
- Maintain the Council's asset register and ensure insurance cover is adequate and reviewed annually.

3. Meetings and Decision-Making Support

- Prepare agendas for Council and Committee meetings in consultation with the Chairman and relevant members.
- Publish agendas, minutes and meeting papers in accordance with statutory deadlines and transparency requirements.
- Attend all meetings of the Council, its committees, and sub-committees, advising on procedural matters as required.
- Produce accurate minutes for approval and ensure decisions are implemented.
- Issue notices and prepare agendas and minutes for the Parish Meeting and attend its assemblies.

4. Administration and Communication

- Receive, manage, and respond to correspondence and documents on behalf of the Council, referring items to members where appropriate.
- Source and obtain quotes from appropriate contractors, comparing costs and specifications, and preparing information for councillor decision-making.
- Issue correspondence in line with Council decisions and established policy.
- Submit the Council's representations as a statutory consultee on planning applications within required deadlines.
- Prepare press releases and public communications in consultation with the Chairman.
- Maintain accurate records, registers, and documentation, including Declarations of Interest, Acceptances of Office, and the Code of Conduct.

5. Policy, Research and Advisory Support

- Research issues affecting the Council and prepare reports, briefing notes, and recommendations to support informed decision-making.
- Develop proposals for Council consideration, both independently and in response to member suggestions.
- Liaise with external organisations, specialists, and partner authorities as required.

6. Staff Management

- Act as line manager to any other employees of the Council, ensuring compliance with employment law and Council policies.
- Oversee staff recruitment, induction, performance, and appraisal processes.
- Manage payroll, terms and conditions, and day-to-day supervision of staff.
- Ensure the Council meets its Health and Safety obligations and maintain relevant records.

7. Representation and Community Engagement

- Act as the Council's representative as required at meetings, events, and with partner organisations.
- Support positive engagement with residents, stakeholders, and community groups.
- Ensure the Council's safeguarding responsibilities are understood and supported, escalating concerns in line with policy.
- Maintain the Council's website and ensure compliance with the transparency code and accessibility regulations.

8. Training and Professional Development

- Attend training courses, conferences, and seminars relevant to the role as required by the Council.
- Maintain and develop professional knowledge to ensure the effective management of the Council's affairs, including working towards or maintaining CiLCA or other relevant qualifications.

9. Councillor Support

- Ensure all statutory documentation for councillors is completed and maintained.
- Support the process for filling councillor vacancies, including co-option or election procedures.