

**PARISH CLERK / RESPONSIBLE FINANCIAL OFFICER (RFO):**

**JOB DESCRIPTION**

**POST TITLE:** **PARISH CLERK / RESPONSIBLE FINANCIAL OFFICER (RFO)**

**GRADE:** LC3 Point 34 £37,890 per annum (pro-rata)

LC3 Points 35 to 41 [£38,890 to £44,863] per annum, pro-rata on holding or successful completion of the CILCA qualification

Salary is within the National Association of Local Councils Scale

**RESPONSIBLE TO:** Full Parish Council & Health, Safety & Wellbeing Committee / Chair

**MAIN PURPOSE OF THE JOB:** The Clerk / RFO is the proper and most senior officer to the Parish Council. The post holder will direct and deliver and have overall responsibility for all administrational requirements in relation to the Council finances, services and activities and execute all aspects of Council business. This will include (but is not limited to) attending meetings, minute taking, events management support, controlling statutory and financial records, and ensuring that all legal requirements are met within prescribed time limits.

The successful applicant will be a highly motivated and forward-thinking individual who can skilfully lead a collaborative team and promote the interests of the community by forging strong local partnerships. They will deliver the statutory obligations of the council, including its financial responsibilities. They must be an excellent communicator with a positive 'can-do' attitude, combined with strong commercial and financial management.

**STANDARD HOURS:** 35 hours per week to include attendance at evening meetings and occasional weekend days may be required) The postholder will have a flexible approach to hours of work and day to day duties and responsibilities, to meet the needs of the Council as required.

**SERVICE AREA:** Killamarsh Parish Council office

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**JOB DESCRIPTION**

**Overall Responsibilities**

The Clerk/RFO to the Parish Council will be the Proper Officer of the Council, and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority’s Proper Officer. The Clerk/RFO will be responsible for ensuring that the instructions of the Parish Council in connection with its functions as a Local Authority are carried out.

The Clerk is expected to advise the Parish Council on, and assist in the formation of, overall policies to be followed in respect of the Authority’s activities, and to produce all the information required for making effective decisions and implement all decisions constructively. The Clerk will be accountable to the Parish Council for the effective management of all its sites, resources, and employees, and will report to the Council as and when required.

**KEY DUTIES AND RESPONSIBILITIES:**

All duties and responsibilities will be carried out with strict regard for Health & Safety regulations, the Parish Council rules, regulations and policies in force. This job description sets out the main duties of the post. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed. This job description is not exhaustive, the post holder would be expected to carry out any reasonable duties prescribed by the Council.

The Clerk will also be the Responsible Financial Officer (RFO) and have overall responsibility for the financial records of the Parish Council.

1. **Ensuring Compliance with Legal Duties**

* To ensure that statutory and other provisions governing or affecting the running of the Parish Council are observed, and be familiar with and to advise upon the current Standing Orders and Leader Scheme of Delegation
* To manage the Parish Council tendering procedures and award of contracts, ensuring that the procedures followed are strictly in accordance with the Standing Orders of the Council and its Financial Regulations. To seek appropriate quotations and to ensure value for money, to quality assure and to monitor the contract as appropriate. This will include the management of the supply and value of contracts for specialist services including utilities
* To ensure the confidentiality of those Parish Council matters which are not in the public domain; to ensure compliance with the Data Protection and Freedom of Information Acts
* To ensure that the Parish Councils obligations for risk management including risk assessments are properly met and where necessary risks are properly insured. To arrange risk assessments and other health and safety obligations that are to be conducted
* To monitor the implemented policies of the Parish Council to ensure they are achieving the desired result and where appropriate, suggest modifications for improvement where appropriate
* To maintain all deeds, leases, contracts and other legal or confidential documentation in a safe and secure manner appertaining to the Parish Council, equipment, property and land owned by the Council
* To maintain effective arrangements for the management of insurance services and any claims

1. **Parish Council Administration, Parish Council/Parish and Committee Meetings**

* To be the first point of contact for Parish Council members with regard to all Parish Council matters
* To prepare, in consultation with appropriate members, agendas and relevant reports and data for meetings of the Parish Council and its Committees. To attend such meetings or ensure that such meetings are Clerked, and the minutes prepared for approval
* To issue notices and prepare agendas and minutes for the annual Parish Meeting called by the Chairperson of the Parish Council and to attend such assemblies
* To ensure that all decisions of the Parish Council, its Committees and Sub-Committees are carried out promptly and accurately
* To receive correspondence and documents on behalf of the Parish Council, and to deal with the correspondence or documents or bring such items to the attention of the Council, and to issue correspondence as a result of the instructions of, or under the known policy, of the Parish Council
* To evaluate reports and other data on activities of the Parish 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 Parish Council
* To ensure the effective management of the Parish Councils burial ground and all allotments and the maintenance of all appropriate records, including its financial management; to advise the Parish Council on burial / allotment charges and any other matters that affect the running of the burial grounds and allotments
* To maintain such records and systems as are necessary for the effective administration of the affairs of the Parish Council
* To support Councillors in their duties and to act as a representative of the Parish Council as required: to build effective relationships with the public, other local authorities and outside bodies and organisations including the media, and detail decisions of the Parish Council
* To ensure promotion of the Parish Council through its website and social media, ensuring information is regularly and accurately updated, including all financial documentation required to be legally published
* To advise the Parish Council on the practicability of its proposals, draw up details of, and manage, ad hoc projects requested by the Parish Council, drawing on appropriate expertise as required and to advise the Parish Council of the implications of policies

1. **Financial Management**

* To manage the Council’s accounts, raising invoices, receiving, and making payments as required, monitoring income and expenditure against budget, ensuring debtors are monitored & managed and preparing monthly financial reports and records for all required Council meetings and for audit purposes, ensuring up to date accounts and audit regulations are followed
* To execute the Councils Financial Standing Regulations, ensuring these are always adhered to and updated as and when necessary to meet any changes in regulations
* To ensure security and accountability of cash and cheques, in line with Financial Regulations and insurance requirements
* To advise the Clerk, Chair of the Council, Chair of the Finance Committee and Councillors on the Financial Regulations, management and controls, any issues arising and any departure from these, ensuring the Council is always compliant
* Identify the duties of all officers dealing with financial transactions and ensure standards and checks are in place to guarantee no loss occurs, e.g., aged debtor reports
* To ensure there is a clearly defined split of budget codes for income and expenditure, to cover the following areas:  
  + The Parish (Community)
  + Parish Suite
  + Parish Office
  + Personnel
  + Cemetery
  + Council land and property
* To work with the Parish Council to develop an annual budget in accordance with Financial Regulations. To provide a regular analysis of budget performance and make recommendations, ensuring that a 3-year forecast is always prepared and up to date
* To prepare and submit the annual precept submission to North East Derbyshire District Council, within the district guidelines/requirements
* To prepare the Council’s VAT returns and Annual Accounts return, ensuring all are submitted within defined timescales and HMRC requirements, including any VAT refund claims
* To manage the payroll for all staff, ensuring that the correct amount of taxes and NICs are paid in line with HMRC requirements, and that staff authorised deductions from salaries are authorised and paid on the agreed date each month by BACS transfer. This will include pensions and any applicable schemes, etc.
* To produce a payment schedule for authorisation and noting in line with Financial Regulations
* To manage all banking activity, including petty cash, payments, receipts, and reconciliations
* Ensure that cash flow is managed, any concerns are raised immediately and ensure no unauthorised expenditure occurs
* To manage effective systems of financial control including making appropriate arrangements for internal and external audit as directed by the Council, and deliver the legally required annual AGAR report
* To work with the Finance Committee Chair to prepare the Finance Committee meeting agendas and supporting documents and attend the Finance Committee and full Parish Council meetings to provide relevant advice

**4. Other Responsibilities**

* To attend all Full Parish Council Meetings and Committees as necessary
* Any other duties commensurate with the post, as notified and agreed by the Parish Council

**Supervision and Guidance**

The role is primarily line-managed by the Health, Safety & Wellbeing Committee / Chair, though requires autonomous self-organisation within the identified workload, which should be planned and arranged to coincide with the dates and cycle of meetings. Priorities are set by agendas and actions required by the minutes of Council meetings. There will be direct supervision on specific projects by the Chair of the Council where appropriate.

**Special Conditions of the Job**

To undertake the CiLCA qualification (if not already held) and other job-related training courses as appropriate. The nature of the job means that it includes some evening work. Due to the nature of the job the Clerk / RFO will be expected to maintain total confidentiality in matters relating to the work of the Council. Where conditions of the job require working outdoors for example, allotment site visits, even during inclement weather, appropriate clothing will be provided.

**Required Skills and Personal Qualities**

* CILCA qualified, or willingness to undertake and complete the CILCA qualification within 6 months of the first available training start date and will be subject to regular review
* Good knowledge of the statutory and legal framework concerning the management and running of a Council
* Ability to communicate professionally and effectively with Councillors, other staff, and the general public in order to maintain a constructive working relationship
* Good general standard of education and numeracy
* A good standard of IT literacy (knowledge of Microsoft Word, Excel) and other software packages used by the Council
* Ability to be self-motivated and work with minimum supervision
* To be a positive role model for employees, to inspire them, to promote the Council and to uphold and maintain a good reputation of the Council within the wider community

**STATEMENT**

**This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other commensurate duties as assigned. It may be reviewed accordingly to adjust for statutory obligations changes or development of the role as required.**

**Post holder: ………………………………………………………………………. Dated:**

**Chair of Health, Safety  
& Wellbeing Committee: ………………………………….……….…………… Dated:**

**(On behalf of Killamarsh Parish Council)**

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**PARISH CLERK / RESPONSIBLE FINANCIAL OFFICER (RFO):   
PERSON SPECIFICATION**

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|  | **Essential** | **Preferred** |
| **1. Educational qualifications** | Good general education with a minimum of 4 GCSE’s to include English and Maths grade C and above, or equivalent  Educated to a minimum NVQ level 4 or equivalent professional qualification in a related subject  Recognised financial qualification  Must be prepared to work towards a minimum of IOSH Health & Safety qualification within six months of appointment  A recognised qualification in Local Government Administration, either holding or willing to work towards Certificate in Local Council Administration (CiLCA) within 6 months of commencement of the first available course start date | Membership of the Institution of Local Council Managers  NEBOSH Health and Safety qualification  Educated to HND or degree level or equivalent professional qualification in a related subject  Recognised management qualification  Certificate, Diploma or BA (Hons) Degree in Local Policy Studies  Attendance on recognised management training courses within the public sector  Assertiveness / communications skills training |
| **2. Work Experience** | Significant evidence of:  Local Government administration experience  Staff management at a senior level and effective team leadership, including a legal understanding and application of personnel procedures  Track record of managing own workload under competing and changing priorities and organisational challenges  Proficient working knowledge of the procedures, duties and responsibilities of a Parish Clerk, a Parish Council and Councillors and related administrative procedures  Note taking / minuting meetings  A developed understanding of and commitment to equal opportunities, diversity and community engagement | A minimum of 2 years’ experience working at a management level in a Parish Council  Post holder in Local Government senior management  Experience of advocacy and negotiation at a senior level  Good knowledge and understanding of Local Government / smaller Council financial management.  Public records management  Experience of servicing policy working groups or committees |
| **3. Skills/ knowledge and aptitude** | Ability to work effectively within Local Government and the legal framework in which the Parish Council operates  Excellent organisational, analytical and administrational skills, can accurately advise, support and constructively communicate with elected members  Good working knowledge of Local Government law, with an ability to recognise the legal consequences of actions proposed by elected members  Proficient in standard Microsoft office IT packages  Willing to undertake appropriate training to meet the requirements of the Clerk / RFO role | A good understanding of the Council planning system  Confident public speaker  Good report writing and press release skills  Working knowledge of employment legislation  An understanding of pensions schemes  Good working knowledge of Sage, Quickbooks or RBS Omega accounting or other financial accounting software  Good leadership skills |
| **4. Communication Skills** | Excellent communication skills both written & oral and can demonstrate professional and constructive communication skills with Councillors, members of the public, suppliers and other public & private sector organisations  Ability to deal with a wide range of people in an impartial, diplomatic and professional manner.  Experience of creating public newsletters, notices and social media activity |  |
| **5. Financial Management** | Budget planning, setting and financial control, keeping accounts and generating financial reports using manual/computerised accounting/pay systems  Payroll including HMRC PAYE and related pension contributions experience | Qualified to at least Level 1 AAT Standard  Contract management |
| **6. Motivation** | A proven track record of going above and beyond the basic job requirements to ensure that the Council can operate efficiently, effectively and trouble free |  |
| **7. Other** | Proven assertiveness in managing a varied and diverse work environment, to demonstrate achievement of the organisation’s strategies and plans.  Flexible team player with good interpersonal skills who can motivate, promote high levels of commitment and achieve results through others, including external partners  Able to attend evening meetings and demonstrate flexibility around the Council’s requirements when required  Driving licence, car owner and ability to travel |  |