

**JOB DESCRIPTION –  
CLERK and RFO, YEOVIL WITHOUT PARISH COUNCIL**

**Overall 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 local authority's Proper Officer.

The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority'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**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees.
6. 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.
7. 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.
8. 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.

9. 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.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
11. To act as the representative of the Council as required.
12. To issue notices and prepare agendas and minutes for Council Meeting: to attend the assemblies of the Council Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
13. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
14. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
15. To work, if required, towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
16. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.
17. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.

## **RESPONSIBLE FINANCE OFFICER**

A responsible finance officer (RFO) must be appointed by each local council in accordance with Local Government Act 1972 section 151. The following is a comprehensive list of suggested duties which local councils may wish to consider adopting as part of a Job Description.

1. To oversee the preparation of financial reports of the Council covering budget monitoring, fund balances, receipts and payments to date, payroll summary, payment of accounts and other relevant current matters.
2. To prepare draft estimates which, when approved, will form the annual budget for the year, and to report thereon as necessary.
3. To submit the Precept to the District Council / Unitary Authority at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
4. To ensure that all money received by the Council is banked regularly .
5. To ensure that all money due to the Council is billed and collected promptly.
6. To identify the duties of all officers dealing with financial matters and to ensure, wherever possible, the segregation of duties of officers, thus facilitating as much internal control as possible. If officers are not appropriate for such internal controls then to involve members in the internal control systems wherever possible.
7. To manage the cash flow and to control investments and bank transfers.
8. To control payments made by cheque and/or internet banking
9. To take overall responsibility for the management of the payroll, ensuring prompt and proper payment of any deductions for Income Tax, National Insurance and pension fund or superannuation fund contributions.
10. To take overall responsibility for the prompt submission of VAT Return Forms or repayment claims.
11. To verify, analyse for accounts purposes, and to authorise suppliers' invoices for recommendation for payment.

12. To oversee the preparation of Financial Statements for each financial year for Councillors and the public.
13. To oversee the preparation of the Accounts and the Annual Return for the Council each year and to submit them to Council for approval and to the external Auditor when required.
14. To arrange for appropriate Internal Audit in accordance with proper practices and the Council's Financial Regulations.
15. To monitor compliance with the Council's Financial Regulations.
16. To manage the Risks faced by the Council and to recommend such insurance as is required (in particular, Fidelity Guarantee), or is mandatory (Employer's Liability).
17. To maintain the Council's asset register.

## Yeovil Without Parish Council Clerk and RFO - Person Specification

Competency	Essential	Desirable
Education, professional qualifications, and training	<ul style="list-style-type: none"> <li>• High level of literacy and numeracy</li> <li>• Competent IT skills</li> <li>• Completion of, or working towards the Certificate in Local Council Administration (CILCA) – or willingness to do so and qualify within two years</li> <li>• Prepared to undertake training as identified by the employer</li> </ul>	<ul style="list-style-type: none"> <li>• Administration and bookkeeping qualifications</li> </ul>
Abilities and Experience	<ul style="list-style-type: none"> <li>• Experience of dealing with the general public</li> <li>• Ability to communicate effectively, orally, in writing and electronically</li> <li>• Team management experience and ability to provide visible, motivational and inspirational leadership to staff</li> <li>• Effective time management</li> <li>• Political acumen and sensitivity with the ability to develop productive working relationships with councillors and advise all political groups and the Council as a whole in a professional and impartial manner.</li> <li>• Competent in bookkeeping and administration (demonstrating high standard of computer literacy)</li> <li>• Ability to assist the council with community engagement</li> <li>• Ability to further raise the profile of the council</li> </ul>	<ul style="list-style-type: none"> <li>• Confident public speaker</li> <li>• A good working knowledge and understanding of Local Government structure and practices</li> </ul>
Additionally	Willingness to work evenings when the council or working groups meet and at other times when needed.	Ability and means to travel to off-site meetings and courses as required