



Parish Council

Parish Clerk and RFO Job Description

Post Title: Parish Clerk and Responsible Financial Officer (RFO)

Line Manager: Chair of Parish Council

Hours: 10 hours per week (to be worked flexibly)

Salary: NALC 2023-25 scale points 23-25 (£33,366 - £35,235 per annum pro rata).

Location: Working from home, Newington Village Hall and Newington Pavillion

Travel Expenses: Expenses will be paid in excess of the regular council meetings.

Desired qualification: Certificate in Local Council Administration (CiLCA)

Required: Experience of office and financial administration

Required: Local government experience (e.g. County, District or Parish Council)

Contract: Ongoing

Job purpose

The Clerk of the Parish Council will be solely responsible for the administration of the Council's business in order to support the work of the Parish Council. The range of responsibilities of the Clerk and RFO to fulfil the needs and best interests of the Parish Council are set out as follows:

- Act as a Proper Officer and Responsible Financial Officer for Newington Parish Council
- Fulfil the role of the Council and Committee Secretary
- Purchase goods and services on behalf of the council
- Liaise with other authorities and bodies
- Manage the day-to-day business of the council
- Manage the Council's IT systems and website
- Actively manage the Council's land and property assets to optimise revenue and value to the community

Key accountabilities

Ensuring compliance with legal duties

- 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, Financial Regulations, Code of Conduct and Data Protection policy are reviewed at least annually or when the law changes, and that other policies are reviewed as appropriate. Make sure that the Council councillors are aware of our policies and procedures.
- Respond to requests made under freedom of information legislation and rights exercisable under data protection legislation.
- Maintain accurate diary system of key dates for the council and advising them in a timely manner.
- Proactively apply and obtain grants on behalf of the council to enhance facilities for residence of the village.

Managing Parish Council, Committee and Parish meetings

- Prepare informative agendas for meetings of the Council, in consultation with appropriate councillors, taking account of the Council's Standing Orders and the committee Terms of Reference.
- Attend all meetings, in person, of the full council and amenities currently on the last two Tuesdays of each month and take formal minutes of meeting and create an action log (days could be subject to change). Ensure that these actions are taken in advance of the following meeting. Distribute minutes of meetings promptly afterwards.
- Be available, in person, for occasional meetings held in the evening and during the day.
- Issue notices and agendas for the Parish Council's statutory annual meeting and to prepare reports for these meetings.

Delivering Council's Strategic purpose

- Remain informed about relevant current legislation and other issues which affect the Council and the community.
- Once in place, update the Council's strategic plan and monitor the progress of schemes.
- Advise on the impact of Council proposals and planned activities and suggest specific courses of action which might be taken.
- 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. Prepare a monthly summary of all significant incoming and outgoing correspondence for council meetings.

Parish 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 licences 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. Refer any planning applications which need consideration before the next Council meeting to the Chair of the Planning Committee for discussion at full council and if necessary to facilitate an extraordinary meeting.
- Copy in the relevant councillors to email communication
- To maintain accurate cemetery records and comply with stator requirements.

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
- In a timely manner 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.
- Create and update key information shared with the chair.

Financial management

- Meet the Council's obligations for internal and external audit.
- Manage and record receipts and payments accurately in the cashbook, making sure, we pay promptly and that we are paid.
- Present financial reports as required, to include monthly bank reconciliations, receipts and payments, and a quarterly report on our expenditure against budget, highlighting any potential overspends.
- Prepare estimates of expenditure for approval by the Council for input to the annual budget and submit the cash value of the precept, once approved by the Council, to the principal authority by the correct date.

- Maintain appropriate records, make proper returns and reclaims relating to VAT.
- Manage banking arrangements in line with Parish Council policies and procedures, cash flow, investments and bank transfers.
- Research and bring forward opportunities to apply for grants to support programme aspirations.

Staff management

- Maintain records of staff hours, leave etc. for approval of the HR Working Group.
- Report to HR Working Group regarding issues with workload and contractual employment issues.

General

- Manage the Parish Council's website and update the social media account to ensure it is accurate and up to date.
- Be able to give objective, unbiased advice to councillors and to maintain professional detachment from the views of councillors and the community whilst excepting the roles and responsibilities councillors may have.
- Attend, if required, regional/national conferences of representative bodies likely to have agenda items of interest affecting the future the Parish Council and report back to the council on relevant issues.
- Notify and seek approval if requiring working for another Parish Council or any other additional work undertaken in order to identify any conflict of interest.
- Manage an annual diary to ensure the Council is compliant.

Qualifications

Consideration would be given to additional salary points to your salary, for success in obtaining or already holding each of the following relevant qualifications:

- The Certificate in Higher Education in Community Governance – Level 4 or one of its predecessor qualifications designed specifically for the profession.
- The Foundation Degree in Community Governance – Level 5 or one of its predecessor qualifications designed specifically for the profession.
- BA (Hons) Degree in Community Governance – Level 6 or one of its predecessor qualifications designed specifically for the profession.
- Any relevant qualification regarding keeping cemetery records.

Person Specification

<u>Essential</u> Qualifications, Knowledge, Skills and Experience
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Criteria	Application	Interview
Recognised numeracy and literacy qualification	X	X
Experience of office and financial administration	X	X
Local government experience	X	X
Sound book-keeping skills	X	X
Highly organised with excellent planning skills and an ability to meet tight deadlines	X	X
IT literate with intermediate level MS Office skills including Outlook, Word, Excel and PowerPoint	X	X
Ability to work unsupervised and use own initiative and work as part of a team	X	X
Willingness to complete further personal and professional development	X	X
Access to public transport or use of own car and current driving licence	X	X

<u>Desirable</u> Qualifications, Knowledge, Skills and Experience		
Criteria	Application	Interview
Experience of communication with elected members	x	x
Working knowledge of parish or town council	x	x
Certificate in Local Administration	X	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	
Personal attributes		
Criteria	Application	Interview
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		X
Treat people with equity and inclusively with respect for diversity		X
Willingness to work evenings for attendance at meetings		X
Flexible attitude to working arrangements to meet the councils needs		X