

BULWICK PARISH COUNCIL

Parish Clerk and RFO Job Description – August 2026

Post Title:	Parish Clerk and Responsible Financial Officer (RFO)
Hours:	22 hours per month (to include bi-monthly evening meetings)
Salary:	Job Role LC1 Above – SCP 13-17
Accountable to:	The Parish Council as corporate body
Location:	Your home Office

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 ensures 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 set out as follows:

Duties

1. Ensuring compliance with legal duties

- a. Proactively keep up to date with relevant changes in legislation affecting local councils.
- b. Ensure that ALL statutory and other provisions governing or affecting the running of the council are observed, including Data Protection Act & GDPR 2018.
- c. 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. Ensure the Council as a whole, councillors and staff are aware of and abide by our policies and procedures.
- d. Respond to requests made under freedom of information legislation and rights exercisable under data protection legislation.

2. Managing Parish Council, Committee and Parish meetings

- a. Prepare & issue 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.
- b. Attend all meetings of the full council and its committees, take formal minutes of the meeting, and create an action log. Ensure that these actions are taken in advance of the following meeting. Promptly distribute minutes of meetings to councillors, website and parish notice board.
- c. Issue notices and agendas for the Parish Council's annual statutory meeting.

3. Parish Council Administration

- a. Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a secure recoverable format.
- b. Manage councillor vacancies including co-option and elections. Hold acceptance of office forms and a copy of every councillor's register of interest.
- c. Ensure adequate links are maintained with partner organisations to enable community contact to be established and to report problems and seek information.
- d. Place and manage orders for the purchase and supply of goods and services, including oversight of any contractor work.
- e. Manage the Council's response to planning applications by making sure that the Council's response is sent to the planning authority on time.
- f. 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.
- g. Maintain a high level of awareness & understanding of relevant current legislation (including Planning) and other issues which affect the Council and the community.
- h. Update the Council's action plan and monitor progress of agreed schemes.
- i. Advise on the impact of Council proposals and planned activities and suggest specific course of action which might be taken to achieve intended outcomes.

4. Health and safety, risk and matters of insurance.

- a. 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
- b. Arrange appropriate inspections and risk assessments where necessary, for the safe management of council business and activities.
- c. 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.
- d. Ensure insurance cover is in place as is required or mandatory and keep proper insurance records.

5. Financial management

- a. Be the Council's principal financial adviser, complying with all legislation.
- b. Liaise with internal auditor, to meet the Council's obligations for internal and external audit.
- c. As soon as possible after 31 March, present a statement summarising Council's income and expenditure for the previous year, together with the accounting statements to the Council for approval.
- d. Present financial reports as required, to include monthly bank reconciliations, receipts, and payments, and a regular (eg bi-monthly to match meeting frequency), monthly report on expenditure against budget, highlighting any potential overspends.
- e. 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 to NNC no later than the end of November.
- f. Maintain appropriate records, make proper returns and VAT reclaims.
- g. Manage banking arrangements, cash flow, investments, and bank transfers.
- h. Research and bring forward opportunities to apply for grants to support council's objectives.

6. HR Management

- a. Ensure any legislative changes or statutory requirements are implemented promptly and effectively.
- b. Work with the Staffing Committee to manage your own workload, record hours and leave, and receive monthly payment of salary, tax, NI, pension (if applicable). Also to receive an annual appraisal
- c. Ensure all councillors and yourself, are adequately trained for their roles with appropriate training plans in place.

7. Asset Management

- a. Maintain the Council's asset register, scheduling any necessary maintenance.
- b. Liaising with contractors to ensure work is carried out to the correct standard and as specified with the quotation.
- c. Book all required annual tests and inspections and follow up on any remedial action or work required.

8. General

- a. Maintain effective communication with councillors between meetings.
- b. Manage the Parish Council's website and update the social media account to ensure it is accurate, secure, and up to date.
- c. Liaise and maintain good relationships with other local parish bodies, local authorities, and stakeholders.
- d. Be able to give objective, unbiased advice to councillors and to maintain professional detachment from the views of councillors and the community.
- e. Balance the requirements of councillors and support the whole of the Council as a corporate body.
- f. 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.
- g. Act at all times to be a positive, professional presence in the parish.

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	
Sector qualifications: ILCA, FILCA, PIALC or Readiness to undertake training	X	
Certificate in Local Council Administration, or Readiness to undertake training to attain the CiLCA qualification	X	
Experience of local government, 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 collaborate positively with both employees and councillors	X	
Willingness to complete further personal and professional development		X
Ability to travel to Bulwick parish	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 constructively 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 accounts and audit requirements		X
VAT and or income tax knowledge/experience		X
Website development and administration		X
Project Management Skills		X
Previous experience asset management		X
Knowledge of Health and Safety requirements		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	X	
Treat people with equity and inclusivity with respect for diversity	X	
Availability to work evenings for attendance at meetings	X	
Flexible attitude to working arrangements to meet the councils needs	X	