

Job Description

Clerk, Proper Officer and RFO

Overall Responsibilities

The Clerk to the Meeting shall be the Proper Officer of the Meeting 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 shall be totally responsible for ensuring that the instructions of the Meeting in connection with its function as a Local Authority are carried out.

The Clerk is expected to advise the Meeting 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 to constructively implement all decisions.

The Clerk shall also be the Responsible Financial Officer (RFO), responsible for all financial records of the Meeting and the careful administration of its finances.

The RFO is accountable to the Meeting for the effective management of all its resources and shall report on them as and when required.

Specific Responsibilities

Legal

1. To ensure that statutory and other provisions governing or affecting the running of the Meeting are observed.
2. To receive all correspondence and documents on behalf of the Meeting and to deal with the correspondence or documents or bring such items to the attention of the Meeting. To issue correspondence as a result of instructions of, or the known policy of, the Meeting.

Clerical

3. To issue notices and prepare agendas and minutes for the Meeting: to attend the assemblies of the Meeting and to implement the decisions made at the assemblies that are agreed by the Meeting.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Meeting and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Meeting and all meetings of its committees.
6. To ensure all planning matters forwarded to the Meeting are circulated without delay.
7. To study reports and other data on activities of the Meeting 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 Meeting.

8. To draw upon his/her own initiative and as a result of suggestions by the Meeting proposals for consideration by the Meeting and to advise on practicability and likely effects of specific courses of action.
9. To monitor the implemented policies of the Meeting to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To act as the representative of the Meeting as required.
11. To ensure that the Meeting's obligations for Risk Assessment are properly met.
12. To liaise with the Meeting Insurance provider to ensure adequate annual insurance as agreed by the Meeting.
13. To carry out other appropriate duties that may be essential to the operation of the Meeting.
14. To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Meeting.
15. To attend training courses or seminars on the work and role of the Clerk as required by the Meeting.
16. 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 Meeting as required.
17. To carry out other appropriate duties that may be essential to the operation of the Meeting.

Financial

18. To monitor and balance the Meeting's accounts and prepare records for audit purposes and VAT. To compile and process VAT submissions.
19. To assist the Meeting to construct a budget. To issue the precept.
20. To receive and report on invoices for goods and services to be paid for by the Meeting and to ensure such accounts are met. To issue invoices on behalf of the Meeting for goods and services and to ensure payment is received.
21. To maintain the Community Asset Register.

Version control and amendment history

Date approved	Version Number	Revision / amendments made	Review date
	V0b	AT Draft	Apr 2026