

## Basildon Parish Council

### Job Description: Parish Clerk and Responsible Financial Officer (RFO)

The Clerk to Basildon 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 in particular to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. 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.

#### The Parish

Basildon Parish covers both Upper and Lower Basildon and a population of around 2500 people. Meetings are held on the second Wednesday of each month at the Village Hall in Upper Basildon with a 7:30pm start time.

#### Specific Responsibilities:

1. To ensure that the statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure that the Council's obligations for Risk Assessment are properly met.
3. 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.
4. To compile and maintain a list of planning applications received throughout the year, noting the application number, the applicant, a description of the application, the date by which comments have to be returned to WBC, BPC's comment on the application, and ultimately whether the application is approved or refused.
5. To prepare, in consultation with appropriate members, agendas for meetings of the Parish Council. To attend such meetings and prepare minutes for approval (including all notes relating to planning applications which should also be forwarded to WBC)
6. To issue notices and prepare agendas and minutes for the Annual Parish Meeting. To attend the Annual Parish Meeting and to implement the decisions made that are agreed by the Council.
7. To monitor and balance the Council's accounts, prepare records for audit purposes and VAT, and prepare reports on expenditure and income against budget to be presented to the Council.

8. 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 ensure payment is received (where applicable)
9. To prepare a budget for approval by the Council and request the Precept (agreed by the Council at the January BPC meeting) from West Berkshire Council.
10. To act as the representative of the Council as required.
11. To attend training courses or seminars on the work and role of the Clerk/RFO as required by the Council.
12. If new to the sector, or not qualified, to work towards completing the "Introduction to Local Council Administration".
13. To acquire the necessary ongoing professional knowledge required for efficient management of the affairs of the Council, including membership of The Society of Local Council Clerks (membership covered by BPC)