

**JOB DESCRIPTION FOR CLERK/RESPONSIBLE FINANCIAL OFFICER  
TO ROSLISTON 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 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 Clerk 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 Insurance and Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council. To attend all meetings of the Council and prepare minutes for approval.
5. 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.
6. 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.
7. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to liaise and action such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.

8. 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.
9. Where applicable, to supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff. It should be noted that as at the date of issue of this job description that the Council currently has no other staff apart from the Clerk.
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 the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council.
13. To prepare, in consultation with the Chairman, 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. If required, to work 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 if required.
18. To update, in consultation with the Chairman, the Parish Council's website on an ongoing basis and ensure articles posted are relevant and up to date in accordance with the Transparency Code (Smaller Authorities).
19. To manage the Parish Council's email account on an ongoing basis, checking emails at least every 3 days.

### **Responsibilities of Responsible Financial Officer (RFO)**

1. Prepare financial reports of the Parish Council covering budget monitoring, fund balances, receipts and payments to date, payment of accounts and other relevant current matters.
2. Prepare draft estimates, which when approved will form the annual budget for the year and to report thereon as necessary.

3. Regularly report on income and expenditure compared to budget.
4. Submit the precept requirement to the billing authority at the correct date.
5. Regularly bank all money received by the Parish Council.
6. Ensure that all money due to the Parish Council is billed and collected promptly.
7. Manage the cash flow and to control any investments and bank transfers.
8. Control payments made by cheque.
9. Take responsibility for the submission of VAT repayment claims.
10. Verify, analyse for accounts purposes, and authorise suppliers' invoices for recommendation for payment.
11. Prepare financial statements for each financial year for Councillors and the public.
12. Prepare the Accounts and the Annual Return for each year and to submit them to the Parish Council for approval and to the Auditor when required.
13. Arrange for appropriate Internal Audit in accordance with Financial Regulations.
14. Monitor compliance with the Parish Council's Financial Regulations.
15. Manage the risks faced by the Parish Council and to recommend such insurance as is required, or is mandatory (Employer's Liability and Fiduciary Guarantee).
16. Maintain the Parish Council's asset register.
17. Payroll management and administration including PAYE returns and payslips for Parish Council employees (currently only the Clerk).

**The Council may, from time to time, amend this job description to reflect any changes to existing practices or requirements.**