

STRUMPSHAW PARISH COUNCIL

Parish Clerk & Responsible Financial Officer (RFO)

Job Description

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1. Overall Responsibilities

The Clerk to the Council is the Proper Officer and is under a statutory duty to carry out all functions required by law, including issuing all statutory notifications. The Clerk ensures that the instructions of the Council, in connection with its functions as a Local Authority, are carried out. The Clerk advises the Council and assists in the formation of policies, providing information required for effective decision-making and ensuring that decisions are implemented. The Clerk is accountable to the Council for the effective management of all its resources and reports to the Council as required. The Clerk is the Responsible Financial Officer (RFO) and is responsible for the proper administration of the Council's financial affairs.

2. Specific Responsibilities

2.1 Governance, Compliance & Council Administration

- Ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- Work in partnership with elected members, providing guidance and support to enable effective decision-making.
- Prepare agendas for Council, committee, and Annual Parish Meetings; attend meetings and prepare minutes for approval.
- Receive and manage correspondence and documents on behalf of the Council, responding or referring items as appropriate.
- Review reports and information relevant to Council activities and prepare reports for councillors.
- Develop proposals for Council consideration and advise on practicability and implications.
- Monitor implementation of Council policies and recommend modifications where appropriate.
- Ensure councillors understand their responsibilities under the Code of Conduct and maintain accurate registers of interests.
- Ensure compliance with all relevant legislation, including Freedom of Information and Data Protection.

- Prepare press releases and other communications, including contributions to the Parish News magazine.
- Maintain and update the Council's website and social media platforms.
- Respond to enquiries from the public, councillors, and external organisations professionally and helpfully.
- Attend training, seminars, and conferences as required.
- Provide or arrange holiday and emergency cover as required.
- Achieve CiLCA and maintain ongoing professional development, including SLCC membership.

2.2 Financial Management (RFO Duties)

- Monitor and balance the Council's accounts and prepare financial records for audit in accordance with the Accounts & Audit Regulations, using Scribe accounting software system.
- Ensure the Council's investments are reviewed regularly.
- Liaise with both the internal and external auditors and provide all necessary information.
- Prepare annual budget figures and monitor income and expenditure throughout the year.
- Complete annual accounts and submit VAT returns.
- Manage PAYE and National Insurance requirements and monitor insurance policies and cover.

2.3 Asset, Project & Contract Management

- Manage the Council's assets, including allotments, buildings, open spaces/land (Buckenham Wood), and equipment.
- Provide administrative support to the Community Hall Committee to facilitate the smooth operation of the Community Hall.
- Maintain effective relationships with outside bodies, including District and County Councils, the Police, and neighbouring parish councils.
- Represent the Council as required and build effective relationships with the public, press, and partner organisations
- Work with the Council and third parties to help secure funding for future projects.
- Manage projects on behalf of the Council, providing regular progress reports and working to agreed timescales.
- Manage contracts entered into by the Council, ensuring compliance and value for money.
- Ensure the Council's obligations for risk assessment are properly met.

Date Adopted:

Signed:

(Chair)