

# Hunts Grove Parish Council

## Parish Clerk & Responsible Financial Officer (RFO)

### **Job Description**

#### **Overall Responsibilities**

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, including managing the Council assets and where relevant, its contractors. The Clerk will be responsible for managing the financial records of the Council and the careful administration of its finances.

#### **Specific Responsibilities**

1. To ensure that legal, 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 and insurance are properly met, including arranging the necessary insurance cover for all the Council's activities.
3. To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval.
4. 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 the instructions of, or the known policy of, the Council.
5. To prepare proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.
6. To be responsible for the production of the Council payroll, payment of wages, salaries, and deductions, and submission of data to HMRC, either directly or via the use of an approved outsourced supplier.

7. To manage and monitor the Council's pension arrangements.
8. To monitor and balance the Council's accounts and bank accounts, and prepare records for audit purposes and VAT.
9. To prepare regular financial reports for the Council, covering budget monitoring, fund balances, receipts and payments, payroll summary, and other relevant matters.
10. To receive, check for accuracy and prepare for payment all invoices for goods and services. Where relevant, to issue invoices on behalf of the Council for goods and services and to ensure payment is received.
11. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as a representative of the Council as required.
13. To issue notices and prepare agendas and minutes for the annual parish meeting: To attend all meetings of the Council (including Committees as necessary).
14. To prepare, in consultation with the Chair of the Council, press releases and newsletters about the activities of, or decisions of, the Council.
15. To Maintain the Council's website and social media pages.
16. To attend training courses and local/national conferences as determined by the Council.