



Branscombe Parish Council
Clerk and Responsible Financial Officer (RFO)

Job Description

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, including the issue of all notifications, required by law of a local authority's Proper Officer.

The Clerk will be 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. The Clerk will produce all the information required for making effective decisions and effectively implement 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 also be the Responsible Financial Officer and responsible for all the 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 and reviewed on an annual/regular basis.
2. To ensure that the Council's obligations for financial risk assessment and insurance are met and annually reviewed.
3. To prepare and issue, in consultation with appropriate members, notices and agendas for meetings of the Council and any committees and sub-committees.
4. To arrange and attend all meetings of the Council and any committees and sub-committees (other than where such duties have been delegated to another Officer) and prepare minutes for approval.
5. To receive correspondence and documents on behalf of the Council and to deal with the correspondence and documents or bring such items to the attention of the Council. To issue correspondence following the instructions of, or the known policy of the Council, including lodging all resolutions and observations made by the Council as statutory consultee on planning applications within the time frame given by the Local Planning Authority.

6. To study reports and other data of relevance to the Council. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce briefings and reports for circulation and discussion by the Council.
7. To draw up both on his/her own initiative and following suggestions by Councillors, proposals for consideration by the Council and to advise on the feasibility and likely effects of specific courses of action.
8. To effectively communicate with stakeholders via press releases, regular updates on the Council's website, on social media and in the Parish Magazine.
9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To receive and report on invoices for goods and services to be paid for by the Council and to arrange payment of all accounts. To periodically review all services and contracts to ensure that the Council is receiving 'best value'. If required issue invoices on behalf of the Council for goods/services and ensure payment is received.
11. To monitor and balance the Council's accounts: manage its bank accounts; prepare quarterly budget monitoring reports; periodically reclaim VAT from, and make all other payments due to, HMRC; and prepare all records and documents for internal and external audit purposes.
12. To prepare the annual budget and precept requirement for approval by the Council and ensure that the precept request is submitted to the Local Authority by the required date.
13. To issue notices and prepare agendas for the Community (Parish) Meeting. To arrange and attend the Community Meeting and, where appropriate, prepare minutes and implement any subsequent decisions made by the Council.
14. To explain the requirements of Ordinary Elections to all Councillors, undertake publicity for the recruitment of candidates to stand as Councillors and ensure that the casual vacancy process is followed when a Councillor vacancy arises.
15. To act as the representative of the Council as required.
16. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council. This will include attending training courses and seminars on the work and role of the Clerk/RFO and representing the Council at the AGM/Conference of the Devon Association of Local Councils. The Council also supports membership of the professional body, The Society of Local Council Clerks.

November 2023