

RUSCOMBE PARISH COUNCIL

JOB DESCRIPTION

Job Title: Clerk and Responsible Finance Officer (RFO)

The position is part time, 10 hours per week. The hours worked across the week are at the discretion of the employee as per the job requirements. Attendance is required at a minimum of 11 evening meetings per year normally held on the first Wednesday of the month in Loddon Hall, Twyford 19:30 to approximately 21:00pm, which will form part of the normal working hours.

The salary is based on the SLCC salary scales, starting SCP point 16 to 23 depending on experience £24,423 - £28,226 pro rata, depending on qualifications and experience, and rising to higher SCP point after probationary period. The holiday allowance is in line with the Green Book conditions of service.

Overall Responsibilities

The Clerk and RFO will be responsible for the proper administration of the Council and to ensure that the statutory, and other, provisions governing or affecting the running of the Council are observed.

Previous local government/public sector experience is desirable. An excellent knowledge of administration and finance, along with good communication and IT skills. Experience relating to the management of project work and updating websites will be an advantage.

Key Tasks

1. Servicing the meetings of the Council, Parish Meetings and Working Groups, and other meetings pertaining to the business of the Council when specifically agreed.

- Prepare and distribute agendas, in consultation with appropriate Council members.
- Attend meetings (mostly evening) and, where appropriate, advise on the practicability and likely effects of proposed courses of action.
- Prepare draft minutes within seven days of meetings and distribute, after agreement of the meeting Chairman or their nominee.

2. Advising on and implementation of decisions made by the Council

· Act as the Proper Officer of the Council and ensure that statutory and other provisions governing or affecting the running of the Council are observed, in particular, serve or issue all notifications required by law.

- Advise the Council in the formation of policy and provide sufficient information to the Council so that effective decisions can be made.

- Implement decisions of the Council.
- Ensure that the Council's obligations to manage risk are properly met, including reviewing risk assessments annually.
- Issue correspondence as a result of the known policy of the Council or the instructions of the Council.
- Monitor the implemented policies of the Council to ensure they are achieving the desired result and suggest modification where appropriate.

3. Management of the Council's facilities and staff

- Liaise with Lead Members to arrange orders for day-to-day maintenance and emergency works and repairs as detailed in the Parish Council's Standing Orders.
- Ensure conformance with Fire, Health and Safety regulations, and that obligations on insurances are properly met.
- Ensure that all necessary licences and permits are obtained for all the Council's pursuits.

4. Monitoring and processing of the Council's finances

- Act as the Council's RFO and monitor and balance the Council's accounts and prepare required reports and returns for review and audit purposes, VAT, PAYE, etc.
- Monitor the income and expenditure of the Council and be actively involved in the annual budget setting process for consideration and approval by the Council.
- Prepare and manage the council's finances by checking the validity of accounts and invoices for goods and services to be paid for by the Council and ensure these are correct and authorised by the Council

5. General administration and other tasks

- Deal with correspondence and documents in accordance with the Council's policies or bring them to the attention of the Council.
- Act as a representative of the Council as required including attendance at occasional conferences.
- Monitor information relevant to the Council's work and draw up proposals for consideration by the Council.
- Supervise the maintain of the Council's notice boards and website to ensure all statutory notices and other current, relevant information is displayed

- Supervise that all appropriate documents relating to the Council’s business are kept safe and secure and GDPR compliant.
- Continue to acquire the necessary professional knowledge required for efficient management of the affairs of the Council including attending training courses.
- Carry out other duties as required that are commensurate with the role.

6. Training

The post holder will keep up to date, so far as is necessary for the efficient executing of the job, with new legislation, procedures and techniques. The post holder is responsible for keeping their own training needs under review and bringing any training requirements to the attention of the Council.

7. Health and Safety

The post-holder will take reasonable care for the health and safety of themselves and of other persons who may be affected by their activities, and where appropriate safeguarding the health and safety of all persons under their control and guidance in accordance with the provisions of Health and Safety legislation. The post holder will exercise proper care in handling, operating and safeguarding any equipment or appliances provided and issued by the Parish Council or provided or issued by a third party for individual or collective use in the performance of their duties.

8. Equal Opportunities

The post holder will uphold the Parish Council’s Equal Opportunities practices thereby promoting fair and quality service for all.

9. Customer Care

The post holder will deliver all the Council’s services in a way which is sensitive and responsive to those receiving such services.
