

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title: Clerk and Responsible Finance Officer (RFO)

Employer: Neatishead Parish Council

Hours: 6 hours per week

Location: Home-based, with attendance at meetings

Role Purpose

The Parish Clerk is the Council's **Proper Officer** and Responsible Finance Officer. The postholder is responsible for ensuring that the Council conducts its business lawfully and effectively, provides independent professional advice to councillors, and implements Council decisions.

Key Responsibilities

Governance and Administration

- Prepare agendas in consultation with the Chair and publish in accordance with statutory requirements
- Attend Council meetings, take accurate minutes and ensure actions are followed up
- Provide procedural and legislative advice to councillors
- Ensure compliance with legal, regulatory and transparency requirements
- Maintain Council records and policies

Financial Management (RFO Duties)

- Maintain accurate financial records
- Process receipts and payments
- Prepare and monitor the annual budget
- Produce regular financial reports and variance analysis
- Complete bank reconciliations
- Prepare statutory accounts and audit documentation
- Liaise with internal and external auditors

Communication and Community Engagement

- Act as the main point of contact for residents, councillors, and external bodies
- Manage correspondence and enquiries
- Maintain and update the Council's website and social media pages

Operational Responsibilities

- Manage day-to-day administration of the Council
- Oversee Council assets, including allotments

Person Specification

Essential

- Good standard of education
- Strong organisational skills and ability to work independently
- Good communication and interpersonal skills

- Competent IT skills (e.g. email, Word, spreadsheets)
- Ability to manage workload and meet deadlines

Desirable

- Experience in local government or administrative roles
- Knowledge of local council procedures and legislation
- CiLCA qualification or willingness to work towards it

Other Requirements

- Ability to attend evening meetings (normally third Thursday of each month at 7:30pm)
- Flexibility to attend additional meetings if required

Training and Support

Training will be provided, including support to obtain the **Certificate in Local Council Administration (CiLCA)** if not already held.