

Clerk to the Council & Responsible Financial Officer (RFO)

Job Description

Purpose

Act as the Council's Proper Officer and RFO, ensuring lawful governance, sound financial management and effective administration. Provide clear advice to councillors, prepare and publish meeting papers, keep accurate records, manage the cashbook and budget to year-end/AGAR, and enable constructive engagement with residents and partners.

Responsible to

The Council.

Hours and meetings

30 hours per month. Evening meetings as scheduled by Council (typically 6 per year, plus annual assembly). Some occasional daytime site visits/training.

Key duties

1. Governance, meetings and records

- Advise the Council on its powers and duties; flag risks and lawful options.
- Prepare lawful agendas and summons in line with Standing Orders; publish papers on noticeboards/website; attend meetings and produce accurate, action-focused minutes.
- Maintain action logs and ensure decisions are implemented.
- Maintain Standing Orders, Financial Regulations, a policy register and review cycle; schedule reviews for Council.
- Keep the Council's records and retention schedule; manage paper/electronic files so they are accessible and audit-ready.

2. Finance (RFO)

- Keep the cashbook, process payments/receipts, manage payroll, and reconcile bank accounts monthly.
- Prepare budget monitoring reports and forecasts; support members to set the annual budget and precept to timetable.
- Prepare the year-end accounts and working papers; complete the AGAR; liaise with the Internal Auditor and External Auditor; manage the statutory period for the exercise of public rights.
- Prepare and submit VAT returns and maintain evidence trails.
- Maintain the asset register and risk register; ensure appropriate insurance is in place and reviewed annually.

3. Transparency, information and website

- Ensure publication of required information (agendas, minutes, payments, contracts, annual accounts/AGAR, councillor details, land/buildings) in line with the Transparency Code and Council policy.
- Administer the Council website pages; take reasonable steps to meet accessibility duties for published documents.
- Act as first point of contact for information rights: UK GDPR (including subject access requests, data breaches, privacy notices) and FOI/EIR requests; operate the Publication Scheme.

4. Communications and liaison

- Be the Council's primary contact for residents, contractors, utilities and principal authorities; handle enquiries courteously and signpost appropriately.
- Draft brief press/notices/web updates in consultation with the Chair.
- Support councillor induction and coordinate training bookings.

5. Planning and projects

- Manage the flow of planning consultations; advise on process/material considerations; collate comments and draft responses for Council resolution.
- Support small procurements and grant schemes: follow thresholds, obtain quotes, record decisions, monitor delivery and value for money.

6. General

- Represent the Council at meetings as required.
- Keep knowledge current; undertake relevant training (CiLCA supported).
- Any other reasonable duties within the scope of the role to ensure the Council remains safe, lawful and effective.

Person specification

See the separate specification approved by Council.

Notes

This JD will be used for recruitment, probation and appraisal. Duties may be varied by resolution of Council, consistent with the purpose of the role.