

Burlescombe Parish Clerk and Responsible Financial Officer (RFO) Job Description

Role Overview

The Clerk and RFO is the principal executive and advisor to the Parish Council. The role involves ensuring legal and procedural compliance, overseeing the council's financial health, and managing day-to-day operations effectively. The Clerk will act as the Proper Officer of the council and its primary representative to the community and stakeholders.

Key Responsibilities

1. Administrative Functions

Organize and service 6–12 meetings per year, including Annual Parish and Committee meetings.

Prepare and distribute agendas, record accurate minutes, and maintain action logs.

Ensure council policies, including Standing Orders and Financial Regulations, are current and properly implemented.

Respond to correspondence and maintain clear communication with stakeholders and residents.

2. Financial Management

Prepare the annual budget and submit precept requests.

Manage council accounts, including accurate cashbook entries, receipts, payments, and reconciliations.

Provide periodic financial reports to the council, including a quarterly budget review.

Ensure compliance with VAT and other statutory financial obligations.

3. Compliance and Legal Duties

Maintain awareness of and advise on changes to relevant legislation affecting local councils.

Ensure the council's activities comply with statutory requirements and audit standards.

Prepare the council for internal and external audits.

4. Community Engagement

Act as the primary point of contact for residents and external bodies, providing clear, accurate information.

Promote council activities and projects via newsletters, social media, and the council's website.

5. Asset and Risk Management

Maintain the council's asset register, ensuring all leases, licenses, and contracts are in place.

Not required? Conduct routine inspections and arrange necessary maintenance of council properties.

Present risk assessments to the council and address identified concerns promptly.

Person Specification

Essential Criteria

Proven ability to organise meetings, prepare agendas, and take accurate minutes.

Sound bookkeeping skills, including budget preparation and account reconciliation.

Proficiency with MS Office, Excel and basic content management systems.

Knowledge of local government practices or willingness to undertake relevant training.

Strong communication and interpersonal skills, capable of working independently and collaboratively.

Desirable Criteria

Experience managing budgets between £25,000 and £100,000.

Familiarity with local council governance and operations.

Experience responding to Freedom of Information requests.

Salary and Working Hours

Salary: Based on LC2 (below substantive range), SCP 18–23 (£30,559-£33,366 annually, pro-rata for part-time, £15.84-£17.29 per hour).

Hours: Part-time, flexible schedule to accommodate meeting attendance and administrative requirements, based on 25 hours per month.