

JOB DESCRIPTION & PERSON SPECIFICATION – Clerk/RFO

1. Council meetings

Prepare agendas and reports for all council and committee meetings. Attend all council and committee meetings, provide advice as required to the council on all legal, financial and other matters arising, and take minutes.

2. Administration

Deal with all council correspondence including emails and social media, and keep the council's website and social media pages up to date with all information required under the Transparency Code 2015 and in line with the council's policies for publication of documents. Be responsible for all council documents including reports, minutes, agendas, financial reports and other correspondence.

3. Advisory role

Provide advice to councillors relating to their roles and ensure that all councillors have sufficient information to carry out their roles including any legal or good practice requirements. Ensure that councillors have access to all necessary training and advice from bodies such as the Hampshire Association of Local Council and the National Association of Local Council and any other relevant bodies. Keep councillors updated with any relevant changes in legislation or information from local planning authorities, district and county councils.

4. Finances

Act as the Responsible Finance Officer for the council complying with all relevant legislation, the council's Financial Regulations and any other council policies. Maintain the council's financial records in accordance with proper practices, place orders for goods and bank cash/cheque receipts when required. Ensure all payments are signed off by the council and are made within the appropriate timescales. Be responsible for running the monthly payroll and ensuring all HMRC returns are appropriately made. Maintain contact with the council's internal auditor and provide all necessary documentation at year end and as requested throughout the year. Prepare monthly financial reports for council meetings and provide a draft budget for the council to consider by November each year.

5. Project Management

Act as project manager for all agreed council projects, liaising with contractors as required and ensuring that work is completed on time and to an agreed specification.

6. Risk Management

Act as the health and safety officer for the council carrying out risk assessment for all events, volunteers and for any relevant activity. Maintain a risk management schedule and ensure that the council has oversight of this on an annual basis. Make recommendations to council as appropriate.

7. Council resolutions

Carry out all the resolutions of the council as agreed at council and committee meetings. Be responsible for uploading the planning committee comments to planning applications on the Local Planning Authority's website. Report back to council on a monthly basis the status of all outstanding actions/resolutions.

8. Lengthsman/grounds maintenance

Be the main point of contact for the lengthsman and provide worksheets as required. Be responsible for ensuring that grass cutting is carried out as necessary on council owned land including the village green and the Old Church. Be responsible for ensuring that the council's contractor carries out appropriate grass cutting twice per year on council maintained wildflower verges managed via a cultivation licence. Ensure the council carries out a tree survey on a regular basis and be responsible for ensuring that any necessary works are carried out in a timely way.

9. Old Church

Attend meetings of the Old Church working group and provide financial information about fundraising or grants to the meeting. Ensure that any recommendations from the working group are taken to council for decision. Carry out regular checks of the Old Church and environs ensuring that they are safe for visitors and report any issues to the council or relevant authorities as necessary.

10. Parish Council Assets

Maintain the council's asset register. Carry out regular inspections of the council's assets to ensure they are in good working order and pose no risk to residents of Greatham.

11. Statutory duties

Be under a statutory duty to carry out all of the functions, and to issue all notifications required by law of a local authority's Proper Officer.

12. Council policies and procedures

Ensure that council policies and procedures are up to date at all times and carry out regular reviews of any legislative changes. Advise the council on any new policies or procedures required and provide draft documents for their review.

13. Training

Attend training as necessary to ensure that the role of clerk/RFO is carried out according to all latest guidance and advice. Liaise with the Staffing Working Group regarding training needs.

14. Any other duties as deemed necessary to fulfil the requirements of the role.

Person specification

You should be a self-motivated individual who is committed to the local community and understands the local government sector. You are required to have proven organisational, administrative, communication and IT skills and also be proficient in finance and control of budgets.

As you will often be working on your own, you should have a keen drive to move projects forward and an ability to motivate others to help you.

A good understanding of local government legislation will be demonstrated by your experience in the sector and/or by your status as a CiLCA qualified clerk.

As the role involves travelling to evening meetings, and attending meetings with contractors or with others in the village, you should be able to drive and have access to a car.