

Job Description: Parish Clerk & Responsible Financial Officer

Longford Parish Council

Overall Purpose of the Role

The Parish Clerk is the Proper Officer of the Council and is responsible for ensuring that its business is conducted in accordance with legal requirements, council policies, and best practice. The Clerk provides administrative, organisational, and advisory support to the Council and acts as the primary point of contact for residents, councillors, and external organisations.

The Clerk also serves as the Responsible Financial Officer (RFO), managing the Council's finances, preparing financial reports, and ensuring compliance with financial regulations.

Key Responsibilities

1. Council Administration

- Prepare agendas, supporting papers, and notices for Council meetings.
- Attend meetings, record accurate minutes, and ensure actions are followed up.
- Maintain statutory records, policies, and governance documents.
- Manage correspondence, enquiries, and communications on behalf of the Council.

2. Financial Management

- Act as the Responsible Financial Officer (RFO).
- Prepare budgets, monitor expenditure, and maintain financial records.
- Process invoices, payments, and receipts.
- Prepare financial reports for Council meetings and the annual audit.
- Use AdvantEDGE Finance for day-to-day financial administration.

3. Allotment Administration

- Maintain accurate allotment records and tenancy agreements.
- Manage invoicing, renewals, and waiting lists.
- Use AdvantEDGE Allotments to administer plots and tenant information.
- Liaise with tenants and support the Council in managing site issues.

4. Governance and Compliance

- Ensure the Council complies with statutory duties, including publication requirements.
- Advise councillors on procedural matters, legislation, and best practice.
- Support the Council in maintaining transparency and accountability.

5. Community Engagement

- Act as the first point of contact for residents and stakeholders.
- Support the Council's communication channels, including website updates and notices.
- Assist with consultations, events, and community initiatives where required.

6. General Duties

- Manage the Council's assets, records, and digital systems.
- Work independently, managing time and priorities effectively.
- Undertake training and professional development as needed (including CiLCA if required).

- Carry out any other reasonable duties as directed by the Council.

Hours, Location, and Working Arrangements

- Part-time role 25 hours per month.
- Combination of home working and attendance at parish meetings.
- Evening meetings required.
- Equipment and support provided as appropriate.