

JOB DESCRIPTION

South Littleton Parish Council

Parish Clerk & Responsible Financial Officer (RFO)

Purpose of the Role

The Parish Clerk is the Proper Officer of South Littleton Parish Council and is responsible for ensuring that the Council conducts its business lawfully, efficiently and transparently.

The Clerk acts as the Council's principal adviser and administrator and is responsible for implementing Council decisions and providing professional support to councillors.

The Clerk is also the Responsible Financial Officer (RFO) and is responsible for the proper administration of the Council's finances.

Governance and Administration

- Act as Proper Officer to the Council.
 - Ensure compliance with relevant legislation, Standing Orders, Financial Regulations and Council policies.
 - Provide impartial and professional advice to councillors.
 - Prepare agendas, reports and minutes for Council and other meetings.
 - Attend Council meetings and implement Council decisions.
 - Maintain Council records and statutory documents.
 - Manage Council correspondence and enquiries.
 - Use Council-approved systems for Council business and ensure Council information, passwords and records are maintained in accordance with the Council's information management requirements.
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Financial Management

- Act as Responsible Financial Officer.
 - Maintain the Council's financial records.
 - Process payments and receipts.
 - Prepare financial reports for Council meetings.
 - Assist with budget preparation and monitoring.
 - Prepare VAT claims and support audit requirements.
 - Ensure compliance with financial regulations and statutory requirements.
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Planning Administration

- Administer planning consultations received by the Council.
 - Ensure planning applications are circulated to councillors in a timely manner.
 - Prepare planning items for Council consideration.
 - Submit planning responses as instructed by the Council.
 - Maintain planning records where required.
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Communications and Community Engagement

- Maintain and update the Parish Council website.
 - Support newsletters, notices and resident communications.
 - Assist with social media and public information.
 - Build positive working relationships with local organisations and stakeholders.
 - Support community engagement activities and consultations.
 - Provide administrative support for community initiatives and projects.
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Asset and Operational Management

- Administer and coordinate the Council's Vehicle Activated Sign (VAS) system.
 - Manage records relating to Council assets and equipment.
 - Maintain the Council's Asset Register.
 - Manage the Council's storage facilities and inventories.
 - Liaise with contractors, suppliers and partner organisations as required.
 - Monitor and report maintenance requirements relating to Council assets.
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Project and Partnership Support

- Provide administrative and organisational support to Council projects and initiatives.
 - Support the Council in identifying opportunities to improve services, community engagement and parish facilities.
 - Support partnership working with local organisations and public bodies.
 - Assist in identifying funding and grant opportunities.
 - Monitor and report on issues and opportunities affecting the parish.
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General Duties

- Maintain professional knowledge relevant to the role and, where not already held, work towards achieving the Certificate in Local Council Administration (CiLCA) qualification within an agreed timescale.
- Attend training and professional development activities as required.
- Comply with Council policies and procedures.
- Undertake other duties reasonably associated with the post.