



## Job Description – Clerk to the Council – June 2025

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| <b>Post Title</b>          | Clerk to the Council/Responsible Financial Officer                 |
| <b>Line Manager</b>        | Chairman to the Council/Chairman of the Staffing Committee?        |
| <b>Salary</b>              | (SCP range 33-36)  |
| <b>Hours - full time</b>   | 37   |
| <b>Holiday Entitlement</b> | 26 days, 2 statutory days & bank holidays                          |
| <b>Pension Scheme</b>      | Member of the LGPS   |
| <b>Main location</b>       | Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX |

### Overall Responsibilities

The Clerk to the Council will be the Proper Officer and Responsible Financial Officer (RFO) of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its functions as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The RFO will be responsible for all the financial records of the Council and the careful administration of its finances.

### Specific Responsibilities

1. To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed. To keep up to date with Government legislation and to bring this to the notice of the Council and to draw up and implement new policies as required.
2. To ensure that the Council's obligations to insure are properly met.
3. To ensure that the Council's obligations under Health and Safety regulations are met.
4. To prepare agendas for meetings of the Council and its committees. To attend such meetings and prepare minutes for approval.
5. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council to issue correspondence as a result of the instructions of, or the known policy of, the Council.
6. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services to ensure payment is received.
7. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields.
8. To draw up both on his/her own initiative, and as a result of suggestions by councillors, proposals for consideration by the Council and to advise on practicability and the likely effects of specific courses of action.

9. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To act as a representative of the Council as required and to attend meetings of outside organisations where applicable.
11. To issue notices and prepare agendas and minutes for the parish meeting: to attend the assemblies of the parish meeting and to implement the decisions made at the assemblies.
12. To prepare, in consultation with the Chairman, press releases about the activities and decisions of the Council.
13. To attend training courses on the work and role of the Clerk as required by the Council.
14. To attend the Conferences of the Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
15. To be the first point of contact for other tiers of Local Government, the police, contractors, the media, suppliers and the public.
16. Planning – To ensure that the Parish Council's recommendations on planning are lawful decisions. To report these recommendations to the planning authority. To keep careful records and to express the council's views at a public inquiry or appeal if required.
17. To be custodian of all documents etc. belonging to the Council.
18. To manage all the Council leased/owned property land.
19. To deal with all enquiries/problems raised by the public either by telephone, email, in writing or at meetings.
20. To prepare quarterly newsletters
21. To prepare the Annual Report
22. To maintain the Parish Council's website
23. To maintain the Council's social media platforms
24. To assist the principal authorities and any other organisations with Parish related flooding issues.
25. To plan/co-ordinate all events - as desired by the Parish Council
26. To prepare and present Powerpoint presentations to Council and public meetings as required.
27. Management of staff.
28. To administer all projects of the Council.
29. To assist with various Land Management tasks during Land Management Working Parties.

#### **Duties of Responsible Financial Officer**

1. The Responsible Financial Officer (RFO) shall be responsible for the proper administration of the Council's financial affairs.
2. To bank regularly all money received by the Council.
3. To ensure that all money due to the Council is billed and collected promptly.
4. To control all payments (cheque/debit card/online).
5. To verify suppliers' invoices prior to certification for payment.
6. To manage cash flow and control investments and bank transfers.
7. To prepare monthly bank reconciliations in accordance with the Accounts and Audit Regulations.
8. To be familiar with the Council's computerised system.
9. To prepare financial reports for the Council. These reports will cover budget monitoring, fund balances, receipts to date, payroll summary and payment of accounts, for presentation at full council.
10. To prepare the annual budget for approval by the Council.
11. To submit the precept to the Borough Council and supply any breakdown requested.
12. To submit the annual Con-current Functions Grant Aid request to the Borough Council.
13. To handle the overall management of payroll, including the Local Government Pension Scheme. To ensure timesheets are submitted to Mulberry & Co on time. To ensure prompt payment of PAYE and National Insurance to the collector of taxes monthly. To ensure prompt payment of sums due to the pension authority monthly. To ensure P60s are issued to staff by the required deadline.
14. To take overall responsibility for submission of quarterly VAT returns and to deal with VAT inspections.
15. To prepare and balance final accounts in accordance with the Accounts and Audit Regulations and report thereon to the Council.
16. To produce accounts and records for external audit in accordance with the Accounts and Audit Regulations.
17. To arrange regular internal audits (twice a year) in accordance with the Accounts and Audit Regulations.

18. To ensure correct financial systems are in place and to monitor compliance with the Council's financial regulations.
19. To manage insurance risk in consultation with the Chairman. To process claims as necessary. To report annually to the Council on insurance risk covered.
20. To maintain the Council's register of property and assets (as appropriate).
21. To assist members of the Council whilst carrying out the quarterly financial checks.

Updated 25.6.2025