

# HORTON PARISH COUNCIL

## Job Description – Clerk and RFO

The Clerk and Responsible Financial Officer to the council will:

1. Act as the principal adviser to the council to ensure that legal, statutory and other provisions governing or affecting the running of the council are observed.
2. Prepare, in consultation with appropriate members, an agenda for each meeting of the council. The clerk will attend each meeting and produce and circulate minutes for the meeting within one month (to allow them to be approved at the following meeting).
3. Receive correspondence and documents on behalf of the council and bring these documents to the attention of the council.
4. Issue correspondence and other documents in accordance with motions of the council, updating the parish noticeboards with materials as instructed.
5. Receive and report on invoices to be paid by the council and issue any invoices as instructed by the council, being accountable to the council for the effective management of its resources and maintain all financial records appropriately, as the Responsible Financial Officer.
6. Monitor and balance the councils accounts, preparing appropriate records for audit purposes and VAT, as well as ensuring that the council has an appropriate insurance policy, as required by law.
7. Treat data received and discussed by the council as confidential, as appropriate, in accordance with data protection regulations.

## Person Specification – Clerk and RFO

### Essential Criteria

- GCSE or equivalent qualification (e.g. O-Level) in English and Maths at grade 9-5 (A\* - C)
- High level of literacy and English Language skills, with experience of preparing minutes or similar documents
- Financial management experience, e.g. bookkeeping and budgeting
- Good time management skills
- Proficient in the use of Microsoft Word and Excel (or similar computer programs)
- Excellent communicator, able to effectively respond to correspondence (email, telephone, letters)
- Able to work effectively alone, acting upon the direction of the Parish Council

### Desirable Criteria

- Experience in a similar local government role or working with local authorities
- Previous experience in a public-facing role, responding to enquiries in a timely manner
- Knowledge and understanding of local council structures and practices
- Experience of using various technology, including website management (WordPress)
- A desire to serve the local community

### Other requirements

- Will need to attend monthly evening meetings (and occasional other meetings, if required) at Horton Village Hall, including arranging own transport with adequate insurance
- Has use of a printer, or willing to maintain one at their home, for the printing of parish council materials (at the council's expense)
- The clerk would be expected to provide appropriate storage for the archive material of Horton Parish Council (minute books, etc.) throughout their term of employment