



Clerk/RFO - Job Description

Job description for the role of Proper Officer of the Council and the Statutory role of Responsible Financial Officer

Overall Responsibilities - Clerk

- The Clerk to the Council will be the Proper Officer 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 function 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 Clerk will be responsible for all the financial records of the Council and the careful administration of its finances.

Duties

- To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed.
- To monitor and balance the Council's accounts and prepare records for audit purposes, and VAT.
- To ensure that the Council's obligations are properly met.
- To prepare, in consultation with appropriate members, agendas for meetings of the Council and its committees; to attend such meetings and prepare minutes for approval.
- 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.

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.

- 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.
- 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.
- To supervise any other members of staff in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate, suggest modifications.
- To act as a representative of the Council as required.
- 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.
- To attend all meetings of the Council and all meetings (of its committees) (of the committee).
- Any other duties commensurate with the grading of the post, as agreed by the Council
- To manage Contractors and associated works and ensure goods and services received are to standard prior to payments.

- **Responsible Financial Officer**

- **Overall Responsibilities – RFO**

- Under section 151 of the Local Government Act, a council must appoint a Responsible Financial Officer (RFO). The responsibilities of the RFO include advising the Council on its financial position and key controls to secure sound financial management.

- **Duties**

- Prepare financial reports to the Finance Committee, and/or Council. Reports to cover budget monitoring, fund balances, receipts to date, payroll summary, payment of accounts, and on the relevant current matters.



- Prepare draft estimates. When approved by the Council to form annual budget, monitor and report regularly during the year.
- Prepare and submit the precept to the Council.
- Ensure that all money due to the Council is billed and collected promptly. Enter regularly (daily if necessary) all money received and expended by the Council
- Identify the duties of all individuals dealing with financial transactions and ensure, as far as possible, the division of responsibilities of those officers in relation to significant transactions. In other words ensure that there is as much internal checking as possible in a small authority.
- Manage cash flow and control of transfers and investments, including control of cheques.
- Overall management of payroll. Ensure prompt payment of tax and national insurance to HMRC.
- Overall responsibility for submission of quarterly VAT returns and dealing with VAT inspections etc.
- Review verifications and code (where necessary) suppliers' invoices, prior to certification for payment.
- Ensure that the Internal Auditor has access to all necessary paperwork at least twice a year and that the internal auditor presents reports to the Council.
- Prepare, balance and sign final accounts in accordance with the statutory guidance published *The Smaller Authorities Proper Practice Panel (SAPPP) Governance and Accountability for smaller authorities in England – A Practitioners Guide – 2025*.
- Produce accounts and records for external audit in accordance with the statutory guidance published in *The Smaller Authorities Proper Practice Panel (SAPPP) Governance and Accountability for smaller authorities in England – A Practitioners Guide – 2025*.
- Ensure Internal Auditor completes and signs the appropriate section of the Annual Return.