



- Post Title:** Parish Clerk and Responsible Finance Officer (RFO)
- Hours:** Part-time 60 hours per month flexible (to include meetings)
- Salary:** Local Government NALC pay scale: SCP25-30: £36,363-£40,777 pro rata (£18.85-£21.14 per hour) according to qualifications and experience. Pension is paid in accordance with current legislation and holiday pay in accordance with NALC guidelines.
- Accountable to:** Rogate Parish Council as a corporate body
- Location:** Working from home and attendance at meetings in Rogate Village Hall, Rogate, West Sussex GU31 5BH

### **Role Overview**

The Clerk is employed by the Parish Council to provide non-partisan and independent advice, information and administrative support to ensure that all decisions and actions are appropriate and lawful.

The Clerk to the Council is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions and to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk also holds the position of the Responsible Financial Officer (RFO).

Rogate Parish Council has 9 members, a precept of £46,550 (for 2026/27) and c1200 electors. It owns four pieces of land in the parish, two playgrounds, an outdoor gym, bus shelters and other items.

### **Responsibilities**

The range of responsibilities of the Clerk and RFO are set out as follows:

- Act as a Proper Officer and RFO for Rogate Parish Council.
- To issue correspondence as a result of the instructions of, or the known policy of, the Council.
- Fulfil the role of the Council and Committee Secretary.
- To advise the Council on, and assist in the formation of, policies to be followed in respect of the Council's activities and lawful requirements.
- To produce all the information required for making effective decisions and to implement all decisions in a timely manner.
- Effective management of all Council resources and assets and report as and when required.
- Purchase goods and services and manage related contracts on behalf of the Council
- Liaise with other authorities and bodies.
- To be the point of contact for the Council and manage its day-to-day business.
- Manage the Council's IT system and website.
- Manage projects as required by the Council.

## Duties

- 1) Ensuring compliance with legal duties
  - Proactively keep up to date with relevant changes in legislation affecting local councils.
  - Ensure that all statutory and other provisions governing or affecting the running of the council are observed.
  - Ensure that the Standing Orders, Financial Regulations, Code of Conduct and Data Protection policy are reviewed at least annually or when the law changes, and that other policies are reviewed as appropriate. Make sure that the Council as a whole, councillors and staff are aware of our policies and procedures.
  - Respond to requests made under freedom of information legislation and rights exercisable under data protection legislation.
  - To receive queries, concerns and complaints from members of the public in written, verbal or electronic form; to deal with same in a professional manner, bringing to the attention of all Council members.
- 2) Managing Parish Council, Committee and Parish meetings
  - Prepare informative agendas for meetings of the Council, in consultation with appropriate councillors, taking account of the Council's Standing Orders and the committee Terms of Reference.
  - Issue notices and agendas for the Parish and Parish Council's statutory annual meeting.
  - Attend all meetings of the full council, take formal minutes of the meeting and create an action log. Monitor and report progress on actions to committees. Distribute minutes of meetings promptly afterwards.
- 3) Parish Administration
  - Establish and maintain effective paper and electronic filing systems to record the business of the Parish Council in a recoverable format.
  - Manage councillor vacancies including co-option and elections. Hold acceptance of office forms and a copy of every councillor's register of interest.
  - Ensure adequate links are maintained with partner organisations to enable community contact to be established and to report problems and seek information.
  - Place and manage orders for the purchase and supply of goods and services
  - Maintain the Council's asset register and ensure that the contracts, leases and licenses are in place for all land that the Council owns or manages.
  - Arranging planning meetings as required in conjunction with the planning committee.
  - Manage the Council's response to planning applications making sure that the Council's response is sent to the planning authority on time.
- 4) Health and safety, risk and matters of insurance
  - Ensure the council's statutory obligations for the proper management of all health and safety matters are met, including the review of the Council's Health and Safety Policy.
  - Arrange appropriate inspections and risk assessments where necessary, for the safe management of council business and activities.
  - Present the results of risk assessments to the council and ensure that any actions identified in risk assessments are completed as directed by the Council.
  - Ensure insurance cover is in place as is required or mandatory and keep proper insurance records.

5) Financial management

- Meet the Council’s obligations for internal and external audit. As soon as possible after 31 March, present a statement summarising the Council’s receipts and payments for the year along with the accounting statement to the Council for approval.
- Manage and record receipts and payments accurately in the cashbook, making sure we pay promptly and that we are paid.
- Present financial reports as required, to include monthly bank reconciliations, receipts and payments, and a quarterly report on our expenditure against budget, highlighting any potential overspends.
- Prepare estimates of expenditure for approval by the Council for input to the annual budget and submit the cash value of the precept, once approved by the Council, to the principal authority by the correct date.
- Maintain appropriate records, make proper returns and reclaims relating to VAT.
- Manage banking arrangements, cash flow, investments and bank transfers.
- Research and bring forward opportunities to apply for grants to support programme aspirations.
- Staff Management Pay staff wages, ensuring prompt and proper payment of deductions for income tax, national insurance and pension contributions and ensure that any legislative changes or statutory requirements are implemented promptly.
- Maintain records of staff hours, leave etc. for approval of the chair/vice-chair.

6) General

- Manage the Parish Council’s website to ensure it is accurate and up to date.
- Be able to give objective, unbiased advice to councillors and to maintain professional detachment from the views of councillors and the community.
- Work with the chair/vice-chair to effectively manage your own workload.
- Ensure all contracts and job descriptions are in place and up to date. Contribute positively to appraisals, set and monitor appropriate objectives and ensure appropriate training plans are in place.
- Subject to workload, be involved in other activities to support the Council, such as undertaking research and assisting the Council in communicating with the public.
- Ensure that knowledge and skills are kept up to date undertaking suitable training as agreed.
- Attend, if required by the council, representative bodies or local government forums likely to have agenda items of interest affecting the future development of the Parish Council and report back to the council on relevant issues.

**STATEMENT**

This job description will be agreed between the jobholder and the Parish Council to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.

.....

Post holder (Parish Clerk and RFO)

.....

Chair of Rogate Parish Council

Date: .....

Date: .....