



BERSTED PARISH COUNCIL

Job Description:	Clerk/RFO (Proper Officer & Responsible Financial Officer)
Location:	Bersted Jubilee Hall, Jubilee Fields, Chalcraft Lane, Bersted, PO21 5TU.
Hours of work:	35 per week (including evening meetings)
Grade:	LC3 Spt33-LC3 Spt41 £44,075-£52,413 on an incremental scale
Accountable to:	Full Council
Responsible for:	Employees and Contractors and management of Bersted Jubilee Hall, along with any other grounds/buildings owned or managed by Bersted Parish Council.

Overall Responsibilities

The Clerk/RFO 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.

Responsibilities of the Clerk

Responsible for ensuring that the instructions of the Council, in connection with the Council's function as a Local Authority are carried out:

- 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 and legal decisions and to implement constructively all decisions agreed.
- To be accountable to the Council for the effective management of the Council's resources and to report to them as and when required.
- To issue notices for public meetings and minute and action meeting outcomes.
- To prepare, in consultation with appropriate members, agendas and reports for meetings of the Full Council and other meetings as required.
- To review the Standing Orders, Financial Regulations and all Council policies, and itemise for Council approval.
- To receive correspondence and documents on behalf of the Council and to deal with such and/or bring items to the attention of the Council.
- To issue correspondence as a result of instructions of the Council.
- To study reports and other data on activities of the Council and on matters related to those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council
- To draw up both on their own initiative and as a result of suggestions by Councillor, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
- To manage and supervise the workloads of the employees and contractors as their line manager in keeping with the policies of the Council and to undertake where necessary activities in connection with the management of salaries, conditions of employment and annual appraisals.
- To oversee the management of the Council's website and social media activities.
- To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.

- To act as the representative of the Council as required.
- To prepare, in consultation with the Chair, press releases about the activities of, or decisions of, the Council.
- To arrange suitable training to meet the needs of staff and Councillors.
- To manage Bersted Jubilee Hall and grounds, along with The Spinney, North Bersted Street.

Responsibilities of the Responsible Financial Officer

The Responsible Financial Officer (RFO) is responsible for all financial records of the Council and the careful administration of its finances.

- To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
- To prepare the annual precept and budget demonstrating the requirements for the next financial year.
- Provide detailed evidence of money spent in the current financial year and advise Councillors.
- To receive and report on invoices for goods and services to be paid by the Council and to ensure such invoices are paid. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- To advise on reserves and investments to optimise the Council's financial position.
- To prepare the Annual Governance and Accounting Statement for external audit.