Annesley & Felley Parish Council

Parish Clerk: John Barlow
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Nottinghamshire
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Job Specification: Parish Clerk and Responsible Financial Officer (RFO)

Due to the retirement of the Parish Clerk early next year, Annesley & Felley Parish Council are looking to recruit a Parish Clerk and Responsible Financial Officer.

The job specification is shown below:

Reporting to: the Parish Council

Role Purpose: The Parish Clerk is the Proper Officer of Annesley & Felley Parish Council. The Clerk is responsible for ensuring that the council conducts its business lawfully, efficiently, and transparently, and for implementing the decisions of the council. The postholder also acts as the Responsible Financial Officer (RFO), with overall responsibility for the council's financial management.

Administration & Governance

- Act as Proper Officer to the council
- Provide professional advice to councillors on legal, procedural, and policy matters
- Prepare agendas and issue statutory notices
- Attend council meetings and produce accurate minutes
- Manage and administer all transactions relevant to the Cemetery, Parish Hall, Grounds Maintenance and Allotments
- Maintain all council records, policies, and asset registers
- Manage correspondence and act as the main point of contact
- Manage the councils Website and Social Media platform
- Manage the two part-time caretakers and any volunteers
- Prepare funding applications

Financial Management

- Manage council finances, prepare budgets and all statutory reporting
- Monitor income and expenditure, producing regular reports
- Administer all payments and bank reconciliations
- Ensure that all income due is collected and received on time
- Prepare annual accounts/reports and support all audit requirements
- Manage the Precept and produce periodic and yearend financial returns
- Administer and manage pension schemes and payroll processes including all reporting to HMRC
- Prepare regular VAT returns ensuring total compliance with HMRC rules and regulations

Compliance & Community:

- Ensure compliance with all relevant legislation
- Manage risk and insurance matters
- Act as liaison with residents and external authorities
- Respond to public enquiries

Skills & Qualifications:

Essential:

- Strong administration and communication skills
- Proven financial management and accounting experience
- Ability to work independently and maintain confidentiality
- Good IT skills
- Full driving licence

Desirable:

- Local government knowledge and experience