

HADNALL PARISH COUNCIL

JOB DESCRIPTION: Parish Clerk and Responsible Financial Officer

Role

The Clerk of the Parish Council will be solely responsible for the administration of the Council's business. The range of responsibilities expected of the Clerk to fully fulfil the needs and best interests of the Parish Council are set out as follows:

- Proper Officer & RFO: Act as the Proper Officer and Responsible Financial Officer (RFO) for Hadnall Parish Council.
- Council Advisor: Act as Advisor in all matters and ensure the efficient exercise of all decisions taken by the Parish Council.
- Procurement: Purchase goods and services on behalf of the Council, within the limitations of the council's financial regulations.
- External Liaison: Liaise with principal authorities (e.g., Shropshire Council), partner organizations, and other official bodies.
- Operations: Manage the day-to-day administration, communication, and business of the Parish Council.
- Digital Infrastructure: Manage and maintain the Council's official .gov.uk website, emails, and social media channels.
- Project Oversight: Oversee or plan for the management of any council projects, devolved assets, or community services that the Council is committed to provide.
- General Duties: Undertake any other duties that are commensurate with the post.

Duties

- Statutory & Policy Governance
- Ensure that all legal, statutory, and other provisions governing or affecting the running of the Council are strictly observed.
- Monitor implemented policies of the Council to ensure they achieve desired results, and suggest modifications where appropriate.
- Support delivering the Parish Council's strategic purpose by drawing up proposals for consideration and advising on the practicability of specific courses of action (p. 1).
- Update the Council's plan, track the progress of active schemes, and handle negotiations regarding devolved services or local asset transfers.

Meeting Administration

- Organise, publicise, and prepare for Parish Council, Committee, and Parish meetings.
- Prepare informative agendas for meetings of the Council and its committees in consultation with appropriate Councillors.

- Issue notices and statutory agendas for the Parish Council's Annual Meeting.
- Attend all meetings of the Full Council, take formal minutes for approval, and maintain an active Action Log to guarantee tasks are progressed before the following meeting.

Data Protection, Cybersecurity & Communications

- Act as the point of contact for Freedom of Information (FOI) requests and ensure council operations strictly comply with UK GDPR and data protection laws.
- Maintain data security by establishing secure, password-protected filing systems, cloud-based document backups, and overseeing the council's secure .gov.uk digital workspace.
- Receive correspondence and documents on behalf of the Council, respond following known policies, and prepare a summary of incoming/outgoing correspondence for Council meetings.
- Draft responses to third-party consultation exercises.
- Maintain records of public, media, and community contact to report local problems and seek relevant info.
- Work cooperatively with the media and use the website/Facebook to promote a positive public perception, discover community priorities, and share updates.
- Act as the formal representative or spokesperson of the Council when required.

Financial Management & Controls (RFO Duties)

- Manage the annual budget for the Council and its committees, preparing financial statements monthly in accordance with financial regulations.
- Monitor and balance the Council's accounts, submitting all records for internal/external audit and VAT reclamation purposes.
- Establish secure internal financial checking regimes and administer online banking platforms utilizing required multi-factor authentication and dual-authorisation payment protocols.
- Receive, verify, and report on invoices for goods and services to ensure accounts are settled within due timescales via secure electronic banking.
- Issue invoices on behalf of the Council for services rendered and ensure prompt payment is received.
- Review and execute legally binding contracts using digital signature frameworks where authorized.
- Research, monitor, and bring forward opportunities to apply for external grants to support community programmes.

Health, Safety & Personnel

- Ensure statutory obligations for Health and Safety are met, including reviewing the Council's Health and Safety Policy and preparing Risk Assessments for Council business and activities.
- Maintain precise records of staff hours, expenses, and leave for Staffing Committee approval.
- Work collaboratively with the nominated Line Manager (Chair/Vice Chair) to draw up an annual appraisal and work plan by the end of February, monitoring progress bi-annually.

Professional Development

- Continue to acquire and maintain the professional knowledge (CPD) required for efficient council management, maintaining active membership in professional bodies such as the Society of Local Council Clerks (SLCC).
- Attend training courses, briefings, or seminars on the role of the Clerk as agreed with the Line Manager.
- Attend relevant representative conferences likely to impact the future development of the Parish Council and report back on key issues.

Working Hours & Structure

- Location: The role is primarily home-based, requiring the Clerk to maintain a secure office space at home.
- Core Hours: The position requires a minimum of 30 hours per month, normally budgeted as a baseline framework of 30 hours per month to ensure consistent administrative coverage and healthy work-life boundaries. The Council remains flexible in agreeing how these hours are scheduled.
- Meetings: The Clerk must attend bi-monthly evening meetings of the Council (usually, but not exclusively, held on a Monday evening at 7:30 PM) and attendance at extraordinary or committee meetings as required.

Qualifications & Career Progression

- To fulfil this role effectively, it is desirable for the Clerk to hold, or be actively working towards, the Certificate in Local Council Administration (CiLCA).
- Under the National Agreement, salary progression points shall be awarded in accordance with National Joint Council for Government Services Framework.

This job description outlines the main duties and responsibilities of the position for the benefit of both the post holder and the council. It should not be regarded as exclusive or exhaustive, as other relevant duties covered by the grading of this post may be required.