



Ansdell & Fairhaven Parish Council

Parish Clerk and Responsible Financial Officer (RFO)

Job Title: Parish Clerk and Responsible Financial Officer (RFO)

Location: Ansdell and Fairhaven Parish Council

Contract: Permanent, Part-time (18.5 hours per week, flexible, including evenings)

Salary: NJC Pay Scale LC1 SCP 24 - 28 (pro rata)

Reporting To: Chair of Ansdell and Fairhaven Parish Council

Accountable To: The Parish Council

Place of Work: Hybrid (home, remote and in-person as required)

Overall Purpose of the Role:

Reporting To: Chair of Ansdell and Fairhaven Parish Council

Governance and Statutory Compliance:

- Ensure that the Council complies with all statutory and regulatory obligations.
- Serve or issue all notifications and correspondence required by law.
- Advise the Council on legal matters, policies, and procedures.
- Stay updated with changes in legislation affecting local government.
- Ensure the Councils risk management and insurance policies are up to date.
- Monitor the implementation of Council policies and advise on their effectiveness.

Meetings and Administration

- Prepare agendas in consultation with the Chair and circulate to members in advance.
- Attend and minute all meetings of the full Council, committees, and sub-committees (unless delegated).
- Record, distribute, and archive accurate minutes in a timely manner.
- Maintain Council records, policies, and archives in line with legal requirements.
- Organise and attend Annual Parish Meetings and implement agreed actions.
- Draft press releases in consultation with the Chair and manage public communications.

Financial Management (as Responsible Financial Officer)

- Prepare annual and monthly budgets, financial reports, and forecasts.
- Monitor and reconcile Council accounts, issue invoices, and ensure payments are made and received.
- Manage payroll, tax, and pension obligations in line with HMRC regulations.
- Prepare the Councils annual accounts and supporting documentation for audit.

- Submit VAT reclaims and ensure financial procedures comply with audit requirements.
- Administer and manage financial transactions for capital and community projects.

Correspondence and Communication

- Receive and respond to all correspondence and documents on behalf of the Council.
- Action correspondence in line with Council instructions and policies.
- Act as the principal liaison between the Council and residents, community organisations, and stakeholders.
- Manage and update the Parish Council website and social media platforms.

Project and Asset Management

- Monitor, maintain, and insure Council assets.
- Oversee service delivery, contractors, and suppliers.
- Support delivery of community-led and capital projects.
- Identify grant funding opportunities and support funding applications.

Personnel and Staff Management

- Act as Line Manager for any other Council staff, if applicable.
- Undertake HR responsibilities including recruitment, induction, staff reviews, and pay administration.
- Ensure staff policies and working practices are in line with legal requirements and Council policy.

Representation and Professional Development

- Act as the Councils representative when required.
- Attend training courses, professional meetings, and conferences as needed.
- Work toward CiLCA (Certificate in Local Council Administration) qualification.
- Maintain membership of relevant professional bodies (e.g., SLCC).

Essential Skills and Experience

- Excellent administration, time management, and organisational skills.
- Strong communication skills (written and verbal).
- Proficiency in Microsoft Office and general IT systems.
- Minimum Level 2 qualifications in English, Maths, and IT.
- Experience in financial record-keeping or bookkeeping.
- Confident managing websites and social media accounts.
- Ability to work independently and meet deadlines.
- Flexible approach to working remotely and attending evening meetings.

Desirable Skills and Experience

- Understanding of local government structure, legislation, and best practices.
- Previous experience in a Clerk or equivalent administrative/financial role.
- Knowledge of public sector budgeting and audit processes.
- Awareness of data protection, FOI, transparency and equality obligations.
- Holds or is willing to obtain CiLCA qualification.

Personal Attributes

- Professional, reliable, and approachable.
- Discreet and trustworthy with sensitive and confidential information.
- Self-motivated, proactive, and solution-focused.
- Community-minded with a positive attitude to public service.
- Committed to continuous professional development.