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

**Location:** Rainford Village Hall, Church Road, Rainford WA11 8HB

**Job Type:** Part-Time (24 hours per week)

**Salary:** From NJC SCP 24 (£17.79) per hour depending on experience

**Working Hours:** Mainly: Mon – Fri 9.30am – 2.30pm. However, there will be regular evening meetings, and some weekend work required. Any additional hours worked will be taken as time of in lieu.

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### **About Us:**

Rainford Parish Council is a dynamic and forward-thinking local authority committed to serving the community of Rainford. We are now seeking an experienced and motivated Clerk and Responsible Financial Officer (RFO) to join our team. This is a pivotal role that blends local governance, administration, finance, and leadership.

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### **Job Overview:**

We are looking for a Clerk and RFO to manage the day-to-day operations of the Parish Council. The successful candidate will play a key role in supporting the Council's decision-making processes and ensuring the effective financial management of the Parish Council. You will work closely with the Council members to ensure compliance with regulations and maintain the smooth running of the Parish Council's activities.

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### **Key Responsibilities:**

- Acting as the main point of contact for the Parish Council and its members.
  - Managing the financial records and budgets of the Parish Council.
  - Preparing and distributing meeting agendas, minutes, and reports.
  - Overseeing the administration of policies and procedures.
  - Attending and actively contributing to regular evening meetings and occasional weekend events.
  - Providing advice to the Parish Council on governance, finance, and administration.
  - Acting as line manager for the Village Hall caretakers
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## **Qualifications & Experience:**

- Proven experience working in local governance or a related field.
  - Strong administrative, financial, ICT, and interpersonal skills.
  - Experience with budgeting, financial reporting, and accounting.
  - Ideally, experience in a Clerk or RFO role (but not essential).
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## **Skills & Attributes:**

- Excellent communication skills, both written and verbal.
  - Strong organizational skills with attention to detail.
  - Ability to work independently and as part of a small team.
  - Good knowledge of local governance regulations and best practices.
  - Proficiency in Microsoft Office and financial management software.
  - Ability to manage multiple tasks and work effectively under pressure.
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## **Why Join Us?**

- Competitive hourly rate and flexible working hours.
  - The opportunity to contribute to the local community.
  - A supportive and collaborative work environment.
  - 28 days Annual Leave pro rata, and any additional hours worked taken as time of in lieu.
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## **How to Apply:**

Please apply electronically by sending your CV along with a cover letter detailing your relevant experience to [clerk@rainfordparishcouncil.gov.uk](mailto:clerk@rainfordparishcouncil.gov.uk)  
For more information, please visit our website or contact the Clerk/RFO at the above email.

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Rainford Parish Council is committed to providing an inclusive and flexible working environment. We encourage applicants from all backgrounds to apply.

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## **Additional Information:**

- The job description and further details can be downloaded from the Parish Council website. [www.rainfordparishcouncil.gov.uk](http://www.rainfordparishcouncil.gov.uk)
- The deadline for applications is 31.01.2025.
- Interviews week commencing 10.02.2025
- Preferred start date 01.03.2025

## **Additional Information & Person Specification**

### **Job Overview:**

As Parish Clerk & RFO, the successful applicant will act as the Proper Officer of the Council, ensuring that all statutory duties are carried out effectively and efficiently. You will provide strategic advice, manage resources, and oversee day-to-day operations while maintaining compliance with local authority regulations. This role combines strategic oversight, financial management, and administrative leadership, making it ideal for a proactive and skilled individual.

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### **Key Responsibilities:**

- Ensure compliance with all statutory provisions governing the running of the Council.
- As RFO, prepare budgets, reconcile accounts, ensure proper financial management, and oversee the preparation of records for audit purposes.
- Work closely with officers of St Helens Council and local partners to deliver the day-to-day work of the Parish Council key services and contribute to the Council's strategic planning.
- Ensure that risk assessments are in place and updated in accordance with the Health & Safety Committee.
- Prepare agendas and minutes for Council meetings, committees, and working parties.
- Provide support to the Chairperson and Councillors in the execution of their duties.
- Manage all incoming correspondence and take appropriate action on behalf of the Council.
- Act as line manager to the Village Hall Caretakers.
- Ensure the security, insurance, and maintenance of Rainford Village Hall.
- Review and monitor the Council's policies, financial regulations, and standing orders.
- Represent the Council as required and manage communications through press releases and social media.
- Attend training courses and professional development seminars to maintain and expand knowledge required for the role.
- Maintenance of political neutrality in conducting the role of Parish Clerk.
- Other related duties as required by Rainford Parish Council.

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### **Person Specification:**

#### **Essential Criteria:**

##### **1. Experience:**

- Proven experience in local governance, public sector administration, or a related field.
- Demonstrable experience in financial management, including budgeting, reconciliation, and audit preparation.
- Experience in preparing agendas, taking and producing minutes, and reports.
- Experience in managing staff and overseeing their performance.

**2. Knowledge:**

- An understanding of local government law, policies, and procedures.
- Knowledge of financial regulations, VAT, and audit processes in local government.
- Awareness of health and safety requirements and risk assessments within a local government setting.
- Familiarity with strategic planning processes and community engagement practices.

**3. Skills:**

- Excellent verbal and written communication skills, with the ability to prepare clear, accurate, and concise reports and minutes.
- Strong organisational and time-management skills with the ability to prioritise tasks effectively.
- Strong financial management and budgeting skills, including the use of financial management software.
- Proficient in using ICT tools, including Microsoft Office Suite and financial management software.
- Ability to work independently and make decisions, as appropriate, while also being a strong team player.
- Ability to manage staff effectively and foster a positive working environment.
- Experience with social media management and press release writing.

**4. Personal Attributes:**

- High level of professionalism and discretion, always maintaining confidentiality.
- Excellent attention to detail and a proactive approach to problem-solving.
- Strong interpersonal skills and the ability to build effective relationships with elected members, staff, and external stakeholders.
- Politically neutral and able to represent the Council impartially.
- Commitment to continuous professional development and improving knowledge and skills.

**5. Other:**

- Ability to attend evening meetings and occasionally weekend events as required.
- Ability to work flexibly.
- Willingness to undertake training as and when required.

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**Desirable Criteria:**

**1. Experience:**

- Experience of working with external partners, such as local authorities, charities, and community groups.
- Experience in overseeing facilities management.

**2. Knowledge:**

- Knowledge of relevant Local Government legislation.
- Familiarity with promoting the work of the Parish Council.

**3. Skills:**

- Proficiency in using specialist software for local government operations (e.g.Scribe/PowerBI).