



## WEST HANNINGFIELD PARISH COUNCIL

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### WEST HANNINGFIELD PARISH COUNCIL Parish Clerk & Responsible Financial Officer (RFO)

West Hanningfield Parish Council, a proud holder of the Bronze Award under the Local Council Award Scheme, is seeking a motivated and organised individual to join our team as Parish Clerk & Responsible Financial Officer.

The successful candidate will play a key role in supporting the effective operation of the Council, managing its finances, and serving as the Proper Officer for all council matters. This is an excellent opportunity to contribute to a proactive and community-focused council that has been recognised for its commitment to good governance and service excellence.

#### Job Description

**Position:** Clerk to the Council & Responsible Financial Officer (RFO)

**Reports to:** The Parish Council (via the Chairman)

**Hours:** Nine hours per week (flexible, including attendance at evening meetings)

**Salary:** In accordance with the NALC pay scales, SCP 18-28 (LC2) dependent on qualifications and experience

#### Role Purpose:

The Clerk to the Council is the Parish Council's proper officer, responsible for ensuring that the Council conducts its business lawfully, effectively, and transparently. As Responsible Financial Officer (RFO), the Clerk is also responsible for the proper administration of the Council's financial affairs.

#### Key Responsibilities

#### Council Administration & Governance

- Act as the Proper Officer of the Council and provide professional advice to Councillors on governance, policy, and procedure.
- Prepare agendas for Council meetings in consultation with the Chairman and issue statutory notices.
- Attend Parish Council meetings (and other meetings as required) and produce accurate minutes.
- Implement and monitor Council decisions and resolutions.

- Ensure compliance with relevant legislation, including Local Government Acts, Data Protection legislation, Freedom of Information requirements, and the Parish Council's Standing Orders and Financial Regulations.
- Maintain statutory registers, including interests, assets, and policies.
- Act as the main point of contact between the Council, residents, Chelmsford City Council, Essex County Council, and other external bodies.
- Identify training needs for Councillors, source appropriate training opportunities (including induction for new Councillors), and make arrangements for Councillor training in line with best practice and the Council's training policy.

### **Financial Management (RFO Duties)**

- Administer the Council's finances in accordance with Financial Regulations and best practice.
- Prepare budgets, monitor expenditure, and advise the Council on financial matters.
- Maintain accurate accounting records.
- Process invoices, payments, and receipts.
- Prepare and submit the annual precept request.
- Complete and submit the Annual Governance and Accountability Return (AGAR).
- Liaise with the internal auditor and external auditor.
- Ensure compliance with audit and transparency requirements, including publication of financial information.

### **Correspondence & Communication**

- Manage the Council's correspondence, including emails and enquiries from residents.
- Draft correspondence, reports, policies, and notices as required.
- Maintain and update the Parish Council website and publish statutory documents.
- Support the Council's communications with residents, including notices and public information.

### **Planning & Consultation**

- Receive and process planning applications referred to the Parish Council.
- Circulate applications to Councillors and submit agreed responses to the Local Planning Authority.

### **Other Duties**

- Support the Council with projects appropriate to a small parish council.
- Arrange insurance, subscriptions, and contracts as required.
- Undertake training and professional development to maintain and improve skills.
- Carry out other duties as reasonably required by the Council.

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## **Person Specification (Summary)**

### **Essential:**

- Good organisational and administrative skills.
- Ability to work independently and manage time effectively.
- Strong written and verbal communication skills.
- Basic financial competence and attention to detail.
- Familiarity with Microsoft Office and email systems.

**Desirable:**

- Experience as a Parish Clerk or in local government administration.
  - CiLCA qualification or willingness to work towards it.
  - Knowledge of parish council law, procedures, and finance.
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**Applications**

Applicants are asked to complete the council application form found by following this link: or by contacting the Clerk. Candidates may also submit a CV and covering letter if they wish.

All applications should be submitted by email to the Clerk at:

[clerk@westhanningfield-pc.gov.uk](mailto:clerk@westhanningfield-pc.gov.uk)

**Closing Date:** Applications will be considered on a rolling basis.

*Shortlisted candidates will be invited to attend an interview with the Parish Council.*