



Job Description

Parish Clerk & Responsible Financial Officer (RFO)

Primary Job Purpose

The Clerk is responsible for ensuring the lawful, efficient, and effective operation of the council's business. As **RFO**, they are responsible for the financial management of the council.

Key Duties & Responsibilities

1. Council Administration

- Prepare and publish agendas, reports, and supporting papers for all meetings of Harbury Parish Council.
- Attend all council meetings (usually evenings), meetings of the council's sub-groups, and meetings with external bodies, and prepare accurate, timely minutes.
- Ensure that council resolutions and actions are implemented promptly.
- Maintain and update all statutory documents including Standing Orders, Financial Regulations, policies, and procedures.
- Manage all correspondence, enquiries, and communications on behalf of the council.
- Maintain council records, archives, and online filing systems.
- Oversee the organisation of the annual parish meeting, preparation and publication of the annual report.
- Manage the cemetery to include arrangements for interments, identification of grave locations, and completion of burial registers.
- Manage the allotments, to include plot allocation, tenancy agreements, and rent collection.

2. Governance & Compliance

- Act as the Council's Proper Officer and ensure compliance with all relevant legislation, including the Local Government Act, GDPR, and Freedom of Information requirements.
- Provide professional and impartial advice to councillors, ensuring decisions are lawful.
- Support councillors in their day to day role, training and development.
- Manage arrangements for parish elections, casual vacancies and co-options.
- Oversee publication of statutory notices, transparency documentation, and the annual governance statements.

3. Financial Management (RFO Duties)

- Ensure compliance with the Accounts & Audit Regulations and proper practices.
- Prepare the draft budget annually, support the council in setting the precept, and monitor ongoing expenditure.
- Maintain accurate financial records using the council's approved accounting software.

- Manage payments, receipts, payroll, and banking arrangements.
- Prepare monthly financial reports, bank reconciliations, and budget updates for the council.
- Complete the financial year end and Annual Governance & Accountability Return (AGAR).
- Liaise with and assist internal and external auditors and ensure all audit recommendations are promptly reported to the council and implemented.
- Manage VAT claims, financial risk assessments, and insurance reviews.
- Maintain the council's fixed asset register and ensure annual reviews are completed timeously.

4. Community Engagement & Communications

- Act as the first point of contact for Harbury residents, organisations, and stakeholders.
- Promote and support the council's role within the community and the services it provides.
- Manage and update the council's website, noticeboards, and social media.
- Support parish consultations, public meetings, and community engagement initiatives.
- Build and maintain strong relationships with Warwickshire County Council, Stratford-on-Avon District Council, village groups, contractors, and other partners.

5. Project & Facility Management

- Assist with the planning, coordination, and delivery of council projects, grants, and improvements within the parish.
- Manage contractor relationships, obtain quotes, and oversee procurement processes in line with Financial Regulations.
- Monitor the condition, maintenance, and inspections of council assets, such as:
 - Harbury Cemetery
 - Playing fields and recreation areas
 - Play equipment
 - Village greens, bus shelter, benches, and other parish facilities
- Oversee risk assessments and compliance checks related to council-managed property.

6. Personnel & HR Management

- Manage council employees, contractors, and volunteers.
- Oversee HR documentation including contracts, training records, and appraisals.
- Ensure working practices follow council policies and comply with employment legislation.