

**Vacancy for Clerk and Responsible Financial Officer (RFO) from 01 June 2025.**

Spofforth-with-Stockeld Parish Council seeks a motivated and organised person, preferably with prior experience, to take on the post of Clerk to the Council and Responsible Financial Officer. The Council consists of seven councillors working on a voluntary basis to do their best for the village.

The post is part time, approximately 20-25 hours per month working mainly from home, the hours of work are flexible apart from attendance at evening meetings. At present Council meetings are held at 7.30pm on the Third Wednesday of the month in the Long Memorial Hall

Salary will be paid in accordance with the National Joint Council Pay Agreement, range between points 15 and 21 (£15.08 and £16.65 per hour) dependant on qualifications and experience. The Council will agree reasonable expenses. Salary and expenses paid monthly. Laptop and printer supplied.

- Must be able to store current Council material at home address in secure conditions.
- Must be a user of a range of IT packages such as Outlook, Word and Excel, and willing to take over management the Council's website to comply with Smaller Authorities Transparency Code. Some experience of using a database or finance management system would be beneficial.
- Have, or be willing to develop a knowledge of administering a playground.
- Be willing to attend relevant training courses to develop your knowledge of Parish Council legislation and daily running.

Responsibilities to include:

- Advising the Council on all statutory requirements and ensuring they are observed;
- Managing, and preparing for audit the Council's accounts;
- Preparing in consultation with the Chair, the agenda;
- Receiving correspondence/documents on behalf of the Council and reporting such to the Council;
- Management of some aspects of the Spofforth Long Memorial Hall.

Please apply with CV and covering letter to Spofforth-with-Stockeld Parish Council.

E-mail: [parishclerk@spofforthvillage.org](mailto:parishclerk@spofforthvillage.org)

For an informal chat about the role, please email current Clerk and RFO Becky before the end of May on [parishclerk@spofforthvillage.org](mailto:parishclerk@spofforthvillage.org).

## **JOB DESCRIPTION – CLERK TO THE COUNCIL (AND RESPONSIBLE FINANCIAL OFFICER)**

### ***Job description***

#### **Overall Responsibilities**

The Clerk to the Parish Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its resources and will report to them as and when required. The Clerk will be the Responsible Financial Officer and responsible for all financial records of the Council and the careful administration of its finances.

#### **Specific Responsibilities**

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees. (Other than where such duties have been delegated to another Officer).
6. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council., eg planning applications, quotes for works needing carrying out, renewal quotes for utilities etc. To issue correspondence as a result of instructions of, or the known policy of the Council.
7. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
10. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
12. To act as the representative of the Council as required.
13. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.

15. To attend training courses or seminars on the work and role of the Clerk as required by the Council.
16. To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council.
17. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council: Suggested is membership of your professional body The Society of Local Council Clerks.

This job description is **non-exhaustive** and is subject to regular review with the post holder and amended in line with the needs of the Parish Council.