



Clerk and Responsible Financial Officer (RFO) Vacancy

Ashill Parish Council seeks to appoint a Parish Clerk and Responsible Financial Officer (RFO).

The clerk appointment is home-based, part-time, permanent role (subject to a 3-month probation period), for 12 hours per calendar month. Attendance will be required at 6 evening meetings (held in Ashill Village Hall) per year, which are currently held on the first Monday (subject to change if a public holiday falls on this day) in January, March, May, July, September and November. Attendance at occasional extraordinary meetings may also be required.

The successful candidate will be required to produce and publish formal agendas and minutes for the bi-monthly meetings, organise any additional meetings, handle correspondence and planning applications, advise the Council on policy issues and carry out tasks as determined by the Council. The Clerk will be the contact (email, post and telephone) for all Parish Council matters. As RFO the clerk is also responsible for all aspects of financial administration of the Council.

Previous experience or qualification is preferable but not essential as training can be provided. Competence with Microsoft word and excel are essential for this role.

Hourly rate will be from £11.21 to £12.50 per hour, in line with the national joint council (NJC) recommended salary scales, commensurate with experience and qualifications. A dedicated laptop and printer will be provided. Some space will be needed to store Parish records.

Written applications are requested by 1st September 2023, with interviews taking place the following the Parish Council meeting on 4th September 2023. Your CV and covering letter setting out your suitability for the job should be sent by email to the current Clerk, Clare Ball – clerk@ashilpc.org.uk. The successful candidate can take up post as soon as available after interview. Handover from the exiting Clerk will be provided.

For further information, please contact the Parish Chairman Phil Varney on phil.varney@ashillpc.org.uk. Our website can be viewed at www.ashilpc.org.uk



Clerk and Responsible Financial Officer - Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
2. To ensure the confidentiality of those Council matters which are not in the public domain.
3. To ensure compliance with the Data Protection and Freedom of Information Acts.
4. To prepare, in consultation with appropriate Councillors, agendas for meetings of the Council. To attend such meetings and prepare minutes for approval.
5. To issue notices and prepare agendas and minutes for the Annual Parish Meeting called by the Chairman of the Council and to attend such meetings.
6. To act as the official channel of liaison with and sourcing information from Somerset Council departments, organisations and individuals.
7. To act as Webmaster, working with an external provider, for the Parish Council website.
8. As RFO to manage the finances of the Council including: the preparation of annual budgets; the monitoring and balancing of the Council's accounts; the maintenance of all records including, those for audit, VAT and income tax purposes; the processing of invoices; receipt of payments due to the Council; and payment of wages.
9. To receive and report in respect of goods and services to be paid for by the Council and to ensure such accounts are met in accordance with the policies of the Council.
10. To ensure that the Council's obligations for risk management including risk assessment are properly met and where necessary risks are properly insured.
11. 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.
12. To issue correspondence as a result of instructions of the Council.
13. To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
14. To maintain all legal or confidential documentation in a safe and secure manner.
15. To maintain such records and systems as are necessary for the effective administration of the affairs of the Council.
16. To attend training courses or seminars on the work and role of the Clerk as required by the Council and to continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council.
17. To carry out any other duties that the Council requires in the execution of its responsibilities.