



Job Description

Post: Deputy Clerk and Responsible Finance Officer (RFO)

Hours: 10 hours per week

Reporting to: Clerk to the Council

Line Manager: Chair and Vice Chair of HR

Pay Scale: LC2, SCP 18 to 23 (£31,022 to 34,434 pro rata), in accordance with the Local Government Services Pay Agreement.

Overall purpose of the role:

To work as the Deputy Clerk and Responsible Finance Officer to South Brent Parish Council, supporting the Clerk in the administration, governance, and financial management of the council. You will be responsible for the proper administration of the Council's financial affairs in accordance with statutory requirements and proper practices and will deputise for the Clerk as required.

Key duties and responsibilities:

Administration and governance

- To take responsibility for designated areas of the council's day-to-day administration, including managing emails, correspondence, and liaising with suppliers, contractors, and partner organisations.
- To assist the Clerk in carrying out statutory and discretionary functions of the Parish Council, undertaking delegated duties and projects as required.
- To support the administration and management of the Council's committees and working groups alongside the Clerk.
- To act as a representative of the Council when required.
- To be explicitly responsible for Finance, Human Resources and Policies.

Meetings and committees

- To prepare agendas, reports and supporting documentation for Full Council and committee meetings as delegated.
- To clerk a proportion of Parish Council and committee meetings each calendar year, broadly in line with contracted hours (approximately 35-40%), including attendance, minute-taking and follow-up actions.
- To provide clerking cover for the Clerk during periods of absence, including Full Council and committee meetings where required.

Financial Management

- To act as the Council's Responsible Finance Officer, with responsibility for the proper administration of the Council's financial affairs in accordance with the Local Government Act 1972, Accounts and Audit Regulations, and current proper practices.
- To manage the day-to-day financial operations of the Council, including:
 - Logging and monitoring receipts of monies
 - Processing and recording invoices and payments
 - Maintaining accurate financial records and accounts

- To prepare financial reports for Full Council and relevant committees, including budget monitoring and cashflow information.
- To assist in the preparation and monitoring of the Council's annual budget and financial forecasts.
- To oversee quotes and tenders for works, goods, contracts and services, ensuring financial compliance and value for money.
- To prepare and collate all information required for:
 - Internal Audit
 - The Annual Governance and Accountability Return (AGAR)
 - External Audit submissions
- To ensure appropriate financial controls, procedures and risk management measures are in place and reviewed regularly.
- To advise the Council and Clerk on financial policies, procedures and best practice.

Deputising and Cover

- To deputise for the Clerk during periods of absence, undertaking appropriate administrative and operational duties to ensure continuity of Council business, within agreed limits of authority.

Professional Development

- To undertake continuing professional development (CPD) to maintain the professional knowledge required for the efficient administration and financial management of the Council.

While the Deputy Clerk holds the post of Responsible Finance Officer, overall management of the Council's administration remains with the Clerk.

For further information please contact the Clerk via clerk@southbrent.gov.uk

Closing date for applications Friday 30th October