



JOB DESCRIPTION

PARISH CLERK AND RESPONSIBLE FINANCIAL OFFICER (RFO)

Salary: SCP 13–17, £29,064 – £31,022 per annum, pro rata, dependent on qualifications and experience

Hours: 10 - 20 hours per week (flexible)

Responsible to: The Full Council

Closing Date: 14 November 2025

Email: hello@broadwindsorgroup.gov.uk

Website: www.broadwindsorgroup.gov.uk

Overall Responsibilities

The Clerk to the Council serves as the Proper Officer of Broadwindsor Group Parish Council and holds a statutory duty to carry out all functions and responsibilities required by law of a local authority's Proper Officer.

The Clerk is responsible for ensuring that the instructions of the Council, in connection with its functions as a Local Authority, are carried out. They will work closely with Council members, external bodies, and volunteers to develop and manage policy, strategy, and operations across all areas of the Council's work.

The Clerk will advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities, producing the information necessary for effective decision-making and ensuring that decisions are implemented.

The postholder will be accountable to the Council for the efficient management of its resources and assets and will report to the Council as required. The Clerk will also act as the Responsible Financial Officer (RFO) and will be responsible for maintaining accurate financial records and ensuring the proper administration of the Council's finances.

The Clerk is accountable to the Full Council.

Specific Responsibilities – Parish Clerk

1. Ensure that all statutory and other legal provisions governing or affecting the Council are properly observed.
2. Ensure the effective implementation of the Council's lawful decisions, policies, and projects.
3. Ensure that the Council's obligations for risk management and health and safety are properly met.

4. Prepare, in consultation with the Chair and councillors, agendas for meetings of the Council and its committees; attend such meetings and prepare accurate minutes for approval.
5. Attend all meetings of the Council and committees as required.
6. Receive correspondence and documents on behalf of the Council and deal with them appropriately or bring them to the attention of the Council.
7. Research and prepare reports and background information to assist the Council in making informed decisions.
8. Propose, independently or through councillor suggestions, new initiatives and courses of action for Council consideration, advising on practicability and likely effects.
9. Monitor the implementation of Council policies to ensure they are effective and suggest improvements where necessary.
10. Act as the primary point of contact and representative of the Council in dealings with residents, organisations, and external bodies.
11. Prepare notices, agendas, and minutes for the Annual Parish Meeting and implement any actions agreed by the Council.
12. Prepare, in consultation with the Chair, press releases or website updates regarding Council activities or decisions.
13. Attend training courses and seminars as required by the Council.
14. Maintain and develop professional knowledge and skills.
15. Attend conferences and events organised by NALC, SLCC, or DAPTC as a representative of the Council, if required.

Specific Responsibilities – Responsible Financial Officer (RFO)

1. Monitor and balance the Council's accounts and prepare records for audit and VAT purposes.
2. Process invoices, receipts, and payments, ensuring all accounts are properly authorised and recorded.
3. Manage contracts and service level agreements, ensuring compliance and effective working relationships with contractors and suppliers.
4. Prepare regular financial reports to the Council, covering budget monitoring, receipts, payments, and other relevant matters.
5. Prepare draft estimates to inform the annual budget and report to the Council as required.
6. Bank all Council income promptly and ensure all monies due are collected without delay.
7. Oversee all payments in accordance with the Council's Financial Regulations.
8. Prepare and submit VAT repayment claims.
9. Verify and authorise supplier invoices for payment.

10. Prepare annual financial statements for presentation to councillors and the public.
 11. Prepare the Annual Governance and Accountability Return (AGAR) and submit it to the Council and external auditor.
 12. Arrange internal audits in line with proper practices and the Council's Financial Regulations.
 13. Manage the Council's insurance arrangements and asset register, ensuring adequate cover and record keeping.
 14. Manage financial risk and advise the Council on measures to safeguard its resources.
 15. Undertake any other duties commensurate with the post.
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Liaison and Communication

The postholder will maintain effective liaison with:

- Members of Parliament, Elected Members and Officers of Dorset Council
- Volunteers, contractors, and partner organisations
- Local community representatives and residents

The Clerk is responsible for the care and appropriate use of all Council equipment and supplies.

General

- The Clerk will be required to work flexible hours to meet the demands of Council business, including attendance at Council meetings and committees (typically held in the evenings).
- The duties and responsibilities outlined above reflect the job content at the time of writing. Over time, the nature of the role may evolve, and the postholder will be expected to adapt to new or amended responsibilities in line with Council needs.