



## **Atherstone Town Council**

### **Job Description – Clerk & Responsible Finance Officer (RFO)**

**Job Title:** Clerk & Responsible Finance Officer (RFO)

**Responsible to:** The council.

**Responsible for:** All Council staff, services, property, and financial resources.

**Employment Status:** Part-time, 21 hours per week (min) (including some evening work). Hours are negotiable.

**Salary Scale:** Local Authority Scale point 33 (£22.85 per/hr).

### **Job Purpose**

1. Act as the Council's Proper Officer, ensuring that all statutory duties, legal obligations, and procedures are met.
2. Act as the Council's Responsible Finance Officer (RFO), managing financial records, budgets, and reporting in accordance with statutory and regulatory requirements.
3. Provide professional leadership, guidance, and impartial advice to the Council to support effective decision-making.
4. Manage the Council's staff, assets, services, and resources efficiently.
5. Promote the Council's role and work within the community and with partner organisations.

### **Key Duties and Responsibilities**

#### **Governance & Administration**

- Act as Proper Officer and ensure compliance with all relevant legislation, statutory obligations, Standing Orders, and Financial Regulations.
- Prepare and issue agendas, reports, and minutes for Council and committee meetings, and ensure timely implementation of decisions.
- Advise the Council on governance, procedures, policy, and best practice.
- Manage elections, casual vacancies, and councillor induction processes.
- Ensure effective communication with councillors, the community, and external partners.
- Oversee the organisation of the Annual Parish Meeting and other civic functions.



### **Finance & RFO Duties**

- Act as Responsible Finance Officer in accordance with the Accounts and Audit Regulations and proper practices.
- Prepare annual budgets and monitor income/expenditure against them.
- Ensure proper maintenance of financial systems, records, and accounts.
- Produce financial reports for Council and year-end accounts for external and internal audit.
- Manage banking, payroll, insurance, investments, and risk assessments.
- Ensure compliance with financial regulations, audit requirements, and procurement law.

### **Leadership & Staff Management**

- Line manage all Council staff, ensuring effective performance management, training, and appraisal.
- Allocate and oversee work, ensuring effective support and service delivery.
- Deputise responsibilities appropriately to the Deputy Clerk while retaining overall accountability.

### **Services & Facilities**

- Oversee management of all Council services and assets, including cemetery, allotments, play areas, Market Square, Arcade, and civic/Mayoral matters.
- Ensure statutory inspections, contracts, and health and safety obligations are met.
- Lead on procurement and effective contract management.

### **Community Engagement & Representation**

- Act as the Council's principal point of contact with residents, partner organisations, and authorities.
- Promote the work and role of the Council through the press, website, newsletters, and social media.
- Represent the Council at external meetings and events as required.

### **Professional Development**

- Maintain up-to-date knowledge of local government law, procedures, and best practice.



- Hold or be willing to obtain the Certificate in Local Council Administration (CiLCA).
- Attend training, conferences, and networking events as required.

**Other**

- Undertake any other reasonable duties as required by the Council.