



Bassingbourn-cum-Kneesworth Parish Council

53 High Street, Bassingbourn, SG8 5LD

www.bassingbournparishcouncil.gov.uk

Clerk and Responsible Financial Officer to the Parish Council

Job Description

Reporting to: Bassingbourn-cum-Kneesworth Parish Council

Location: Bassingbourn-cum-Kneesworth – Hybrid working. Attendance to full council parish meetings held on the first and third Tuesday of the month, in Bassingbourn, are required.

Weekly Contracted Hours: 20 hours with some flexibility for overtime.

Pay scale: The salary is based on the NALC national salary scale; SCP point 24 to 28 depending on qualifications and experience.

Overall Responsibilities

The Clerk/RFO to the Parish Council will be the Proper Officer of the Parish Council and as such is under a statutory duty to carry out all the functions, and to serve or issue all the notifications required by law of a local authority's Proper Officer.

The Clerk/RFO will be totally responsible for ensuring that the instructions of the Parish Council in connection with its function as a Local Authority are carried out.

The Clerk/RFO is expected to advise the Parish Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and to produce all the information required for making effective decisions and to implement constructively all decisions.

The person appointed will be accountable to the Parish 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 Parish 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 Parish Council are observed.
2. To monitor the work of other officers designated to prepare the Parish Council's finances and ensure the accounts are balanced and prepared for audit purposes and VAT.
3. To ensure that the Parish Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with appropriate members and officers, agendas for meetings of the Parish Council and any committees. To attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another officer.

5. To ensure that legal, statutory and other provisions governing or affecting the management of buildings owned by the Parish Council (namely the Old School Community Centre, The Pavilion, the Cemetery Lodge and the Chapels) are observed.
6. To monitor the work of other officers designated to ensure that the Parish cemetery is managed and maintained to a good standard. To ensure that interments are managed in professional and timely manner and records are kept compliant with relevant legislation.
7. To monitor the work of other officers designated to manage any allotment provision to the community.
8. To receive correspondence and documents on behalf of the Parish Council and to deal with the correspondence or documents or bring such items to the attention of the Parish Council. To issue correspondence because of instructions of, or the known policy of the Parish Council.
9. To monitor the work of other officers designated 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 monitor the work of other officers designated to issue invoices on behalf of the Council for goods and services and to ensure payment is received.
10. To prepare draft budget for Council consideration, with support of other officers. Advise on precept requirements and report on the Parish Council's reserves.
11. To oversee the management of the Parish Council's asset register.
12. To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Parish Council.
13. To draw up both on his/her own initiative and because of suggestions by Councillors proposals for consideration by the Parish Council and to advise on practicability and likely effects of specific courses of action.
14. To supervise any other members of staff, as their line manager, in keeping with the policies of the Parish Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
15. To monitor the implemented policies of the Parish Council to ensure they are achieving the desired result and where appropriate suggest modifications.
16. To act as the representative of the Parish Council as required.
17. To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are agreed by the Council, other than where such duties have been delegated to another officer.
18. To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the council. To include the Village Voice report.
19. To oversee the management of any Parish Council projects undertaken including any functions, services and events that the Parish Council provides for the community.
20. To attend training courses or seminars on the work and role of the Clerk as required by the Parish Council.
21. 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.

22. 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.
23. To attend relevant and appropriate conferences as a representative of the Parish Council as required.

Approved FPC 10th December 2024 (Updated 8th April 2025)