**JOB DESCRIPTION – CLERK /RFO TO THORNTON PARISH COUNCIL**

The position is based on approximately 5 hours per week.

The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer and ensure that all legal deadlines are met. The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the 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 Council and the careful administration of its finances.

General duties include, but are not limited to:

**Clerk’s Duties**

* Receiving correspondence, paper and electronic, circulating to councillors, replying or referring to chair. Filing.
* Answering residents’ queries.
* Keeping the Parish Council website up to date.
* Working with the Chair to prepare meeting agendas and serving paperwork to legal timescales.
* Taking minutes at parish council minutes and preparing draft minutes for distribution/publication online. Keeping original signed minutes on file as permanent record.
* Preparing all paperwork for each meeting, including planning information and cheques to be paid. Circulating all relevant meeting paperwork to councillors.
* Following up after meetings depending on decisions taken, such as reporting decisions/issues to Sefton MBC, sending off cheques etc.
* Preparing paperwork for Annual Parish Meeting. Attending the meeting as required, making notes of any issues raised.
* Attending training sessions to keep up to date with legislation and best practice.
* Registering with ICO for data protection purposes.

**RFO duties:**

* Keeping finance file of bank statements, invoices, bank reconciliation etc.
* Payroll including reporting to HMRC by legally required deadline.
* Working with the Chair to prepare a draft budget for consideration at the January meeting.
* Preparing end of year accounts for internal audit and Annual Governance and Accountability Return.
* Providing legal advice to the Council and ensuring that the Council operates legally.