



Job Description

Parish Clerk, Responsible Financial Officer (RFO) & Community Hub Manager

Employer: Lawford Parish Council

Location: Lawford Parish Community Hub, The Avenue, Lawford CO11 2FR

Salary: NJC Scale 24-28 (£18.96 - £20.96 per hour), negotiable depending on experience and qualifications

Hours: 25 hours per week

Responsible to: The Parish Council

Contract: Permanent

About the Council

Lawford Parish Council is a community-focused council serving a vibrant local area. With an annual precept of £174,784, the council plays an important role in delivering local services, managing community assets and supporting residents.

The council owns and operates the Lawford Parish Community Hub, which provides a valuable local facility including meeting spaces, room hire opportunities and community activities. The parish clerk and responsible financial officer will play a key role in ensuring the effective governance, financial management, and day-to-day administration of both the council and its community assets.

Job Purpose

The parish clerk and responsible financial officer is the council's principal adviser and executive officer, responsible for ensuring that the council operates lawfully, efficiently and transparently.

The post holder will provide professional advice to councillors, manage the council's administration and finances, oversee compliance with statutory requirements and support the development of the community hub and its associated income-generating activities.

The role requires a proactive, organised and community-minded individual with strong financial, administrative and communication skills.

Key Responsibilities

1. Council Administration and Governance

- Act as the Proper Officer of the parish council and provide independent, professional advice to councillors.
- Prepare agendas, reports and supporting documentation for parish council meetings.
- Attend and accurately record minutes of council meetings and committees.
- Ensure decisions are implemented and appropriate records maintained.
- Maintain the council's policies, procedures, registers and legal documents.
- Ensure compliance with relevant legislation, including local government law, transparency requirements and the General Data Protection Regulation (GDPR).
- Manage correspondence and enquiries from residents, councillors, external organisations and public bodies.
- Support effective community engagement and communication.



2. Financial

- Act as the council's responsible financial officer in accordance with statutory requirements.
- Prepare and manage the annual budget and support the council in setting the precept.
- Maintain accurate accounting records and financial controls.
- Process invoices, payments, receipts, payroll information and banking transactions and manage debt recovery.
- Monitor income and expenditure against agreed budgets.
- Prepare regular financial reports for councillors.
- Manage VAT claims and ensure appropriate financial procedures are followed.
- Prepare annual accounts and support the completion of the Annual Governance and Accountability Return (AGAR).
- Liaise with internal and external auditors.
- Ensure compliance with the council's financial regulations and risk management procedures.
- Liaise with the external payroll provider to process salaries, PAYE, NI and pension contributions.

3. Asset, Insurance and Risk Management

- Maintain and review the asset register, leases, licences and insurance policies.
- Oversee asset inspections and ensure compliance with health and safety legislation.
- Manage maintenance contracts, tenders and procurement processes (including under the Procurement Act 2023).

4. Community Hub

- Support the effective operation, management and development of the council's community hub.
- Oversee administrative arrangements for room hire, including bookings, enquiries, invoicing and income monitoring.
- Maintain booking records, hire agreements, and relevant documentation.
- Work with hirers, community groups, contractors and service providers to ensure the facility operates safely and effectively.
- Monitor its financial performance and identify opportunities for improved efficiency and income generation.
- Support maintenance planning, compliance checks, health and safety requirements and contractor management.
- Ensure the building remains a safe, welcoming and well-managed community resource.

5. Staff, Contractors and Service Management

- Manage and support employees and contractors engaged by the council as required.
- Maintain appropriate employment records and support recruitment processes where necessary.
- Liaise with contractors and suppliers to ensure services are delivered effectively and value for money is achieved.
- Monitor service agreements, leases, licences and maintenance arrangements.



6. Community Support and Development

- Act as an accessible point of contact for residents and community organisations.
- Encourage positive relationships with local groups, neighbouring councils and partner organisations.
- Support initiatives that improve community wellbeing and the use of local facilities.
- Identify opportunities for grants, partnerships and external funding where appropriate.

Person Specification

Essential

- a) Experience of administration, finance, governance and operational management.
- b) Strong organisation skills and ability to manage competing priorities.
- c) Good understanding of financial procedures, budget setting and budget management.
- d) Excellent written and verbal communication skills.
- e) Ability to work independently and provide impartial professional advice.
- f) High level of accuracy and attention to detail.
- g) Competence with IT systems, including Microsoft Office and accounting software.
- h) Ability to maintain confidentiality and handle sensitive information.
- i) Commitment to supporting the local community.
- j) Experience of dealing with correspondence and enquiries from residents.
- k) Experience of maintaining and updating a website.
- l) Experience of maintaining and updating policies and procedures.

Desirable

- a) CiLCA qualification or willingness to achieve it within an agreed timeframe.
- b) Experience working in local government, parish/community councils or the voluntary sector.
- c) Experience managing community facilities, room hire operations or similar services.
- d) Knowledge of local government finance, AGAR requirements and audit processes.
- e) Experience managing contractors, staff or volunteers.
- f) Understanding of health and safety requirements for public buildings.
- g) Knowledge of transparency, freedom of information and data protection legislation is appropriately managed and published.

Skills and Attributes

The successful candidate will be:

- a) Professional, approachable and community focused.
- b) A confident communicator who can work effectively with councillors, residents and external organisations.
- c) Able to interpret regulations and provide clear advice.
- d) Financially capable and commercially aware.
- e) Practical and solution focused.
- f) Ability to plan ahead while responding effectively to day-to-day operational matters.
- g) Able to attend evening meetings and community events.