



Stockton Heath Parish Council

Stockton Heath Library, Alexandra Road,
Stockton Heath, Warrington, Cheshire WA4 2AN

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Clerk to the Council

Job Description

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| Job Title | Clerk and Responsible Financial Officer (RFO) |
| Location | Stockton Heath Parish Council Office |
| Responsible to | Stockton Heath Parish Council |
| Salary | LC2, SCP 24-32 on NJC scale effective April 2025 (£35,412 - £42,829) pro rata, depending on experience |
| Hours | 26 hours per week, worked across Monday to Friday with some evening and weekend commitments |

Purpose of position

To be the Proper Officer of Stockton Heath Parish Council and carry out the statutory duties associated with the position.

To hold the statutory position of Responsible Financial Officer and carry out the statutory duties associated with the position, in accordance with proper practices, including the determination, on behalf of the Council, of its accounting records and accounting control systems.

To act in the capacity of line manager to the Council's employees.

To oversee the management and care of the Council's assets.

To be the representative of the Council when required.

Specific responsibilities

To ensure that statutory and other provisions governing or affecting the running of the Council are observed.

To prepare, in consultation with appropriate members, agendas for meetings of the Council and Committees. To attend such meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer.

To issue notices and prepare agendas and minutes for the Annual 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.

To advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and, in particular, to produce all the information required for making effective decisions and to implement constructively all decisions.

To work effectively with the elected members in supporting positive leadership and resource management.

To draw up both on own initiative and as a result of suggestions by Councillors, proposals for consideration by the Council, and to advise on practicability and likely effects of specific courses of action.

To manage the data and information received by the Council, making appropriate decisions based on legislation and policies regarding the storing, use, dissemination and disposal of such information.

To receive correspondence and documents on behalf of the Council and to deal with such correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of the Council.

To ensure effective communication of the Council's decisions and projects through liaison with press and media outlets and digital media formats such as websites and social media platforms.

To act in the capacity of line manager to the Council's current three part-time employees, in keeping with the policies of the Council and with regard to employment legislation, including the management of the payroll system.

To have strategic and day-to-day oversight of the financial affairs of the Council.

To manage or have oversight of those projects which the Council undertakes.

To manage or have oversight of the assets of the Council according to policies and procedures.

To have overall responsibility of the Council's website, IT and Council publications.

To manage or have oversight of such events as the Council may host or assist in hosting.

To manage the running of the Council's office.

To liaise with all partner organisations, including public bodies, community and voluntary groups, commercial partners and contractors.

To work core office hours in the Parish Council Office and to be available within those hours for both Parish Councillors and members of the public. To work flexibly to incorporate meeting attendance at evening meetings as scheduled.

To act as a representative of the Council when required.

To undertake continuing professional development to ensure the necessary professional knowledge required for the efficient management of the affairs of the Council. This will involve meeting with local clerks, being in membership of professional societies and undertaking relevant training.

(Rev.17.11.25 SAH)