

East Challow Parish Council

Job Title: Responsible Financial Officer

Job Purpose: To carrying out all the functions required by law of Council's Responsible Financial Officer.

Responsible to: The Clerk to the Council.

Principal Duties and Responsibilities:

1. To provide day-to-day financial management of the Parish Council under the direction of the Parish Clerk. To manage the Parish Council's financial affairs within the legal framework for local authorities and to comply with current legislation, statements of recommended practice and accounting codes of practice. To ensure that the Parish Council complies with the Financial Regulations as approved from time to time by councillors.
2. To act as the Parish Council's "Responsible Finance Officer" (RFO) described in the Accounts and Audit Regulations 2003, section 2(2)(a) as: "the person who, by virtue of section 151 of the Local Government Act 1972, is responsible for the administration of the financial affairs of a relevant body or, if no person is so responsible, the person who is responsible for keeping the accounts of such a body". The Regulations impose specific duties on the RFO to
 - i. establish a sound system of internal control and arrangements for the management of risk (section 4(1));
 - ii. carry out an annual review of the system of internal control and to prepare and publish an annual statement of internal control (section 4(2));
 - iii. determine the accounting records and ensure they are maintained in accordance with proper procedures and are kept up to date (section 5); and
 - iv. determine the accounting control systems and ensure that they are observed (also section 5).

Duties and Responsibilities:

1. **Year-end financial statements:** Prepare the Parish Council's annual Financial Statements in accordance with applicable legislation and guidelines. Within applicable time constraints, make the Financial Statements available to Parish Council's auditors and to provide such working papers, explanations and information as the auditors may require to carry out the annual audit. Prepare the annual Statement of Internal Control and to seek the Council's approval of such statement every year.
2. **Management Accounts:** Prepare monthly management accounts for presentation to Council, together with explanations of major variances and investigate discrepancies.
3. **Annual Estimates:** Prepare payments and receipts estimates for the council and to make recommendations to the council for the amount to be precepted in the

following year. To prepare forecasts for subsequent years on a three year rolling basis.

4. **Internal Control:** Review and monitor the Parish Council's systems and ensure that proper checks and controls are in place. To liaise with the Parish Council's internal auditor. Carry out investigations and prepare reports on an ad hoc basis.
5. **Risk Management:** Devise and implement a system of risk management covering all aspects of the Parish Council's activities. Carry out an annual review of the Council's risk management strategy.
6. **VAT:** Review the Council's VAT exemption status and, to prepare quarterly VAT From 126 claims. Deal with HM Customs and Excise as required.
7. **Investments:** Review periodically the reserves and make recommendations to Council if thought fit.
8. **Payroll:** Be up to date with payroll legislation. Be able to prepare monthly. Check annual Inland Revenue returns. Check annual pay award calculations. Prepare monthly statement of staff working hours for comparison with budget.
9. **Utilities & Services:** Regularly carry out reviews of provision of service ensuring most cost-effective suppliers are in place, bearing in mind the opportunity to purchase on behalf of all council facilities.
10. **Meetings:** Attend appropriate meetings (normally evening) to provide financial advice.
11. **Budget:** Monitor and ensure implementation of all necessary procedures and documentation to ensure appropriate financial management of the Council Budget.
12. **Asset Register:** Ensure that the Council's Asset Register is maintained in a suitable manner to meet auditor's requirements.
13. **Leases and Licences:** Ensure that a record of all of the Council's Leases and Licences are maintained in a suitable manner to meet auditor's requirement and are reviewed at appropriate times (rent reviews etc.).
14. **Insurance:** Responsibility for insurance contracts.
15. **General:** To assist as a member of the Council's team with its overall performance management. This could involve undertaking different tasks at the request of the Parish Clerk.
16. **GDPR:** Being aware and compliant with General Data Protection Regulations.

Other duties:

To undertake additional duties as required, commensurate with the level of responsibility of the post.

Note:

This job description outlines the main duties and responsibilities of the position of Responsible Financial Officer at the date written. It is prepared for the benefit of both the post holder and the council in understanding the prime functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities created by legislation or taken on by the council in response to the changing needs of the village. Some of these duties may be executed by other employees of the council.