

Winterborne St Martin Parish Council

Responsible Financial Officer – Job Description

Under section 151 of the Local Government Act 1972 be the Council's designated Responsible Financial Officer, and carry out the following duties.

The Clerk to the Council fulfils the role of the Responsible Financial Officer

The Role

The Responsible Financial Officer (RFO) will effectively manage and monitor the Council's finances, advise the Council on a financial strategy that meets its finance and policy objectives and ensure that its accounts and administrative procedures comply with the requirements of Accounts and Audit and other relevant Regulations

Specific Tasks

1. To maintain, day to day and annual financial records, and monitoring of income and expenditure against the approved budget.
2. To prepare financial reports in agreed format for regular meetings of the Parish Council.
3. To prepare a schedule of payments due for submission to the Parish Council for approval at each meeting.
4. To prepare a detailed draft annual budget and precept recommendation for the subsequent year for submission to the Parish Council at its annual budget setting meeting.
5. To prepare and submit the annual financial return and supporting accounts for approval by the Parish Council and subsequently for formal audit, liaising as necessary with the Parish Council appointed internal and external auditors.
6. To manage the Council's payroll, including PAYE, NI and superannuation and to keep records of payroll documentation for employees on behalf of the Council.
7. To maintain statutory Value Added Tax and Pay-As-You-Earn records, liaising as necessary with HM Revenue & Customs.
8. To maintain appropriate banking arrangements and carry out regular bank reconciliations as required.
9. To receive and record payments made to the Parish Council and submit all income for banking.
10. To explore possible sources of finance that might be available to the Parish Council to assist with meeting its policy objectives.
11. To ensure adequate insurance arrangements are in place.
12. To maintain the Parish Council Asset Register and ensure it is updated as required.
13. To attend meetings of the Parish Council as an Officer, without voting rights and reporting to the Parish Council Chairman.