

Horsted Keynes Parish Council

www.horstedkeynesparishcouncil.com

Responsible Financial Officer - Job description

Job Title:	Responsible Financial Officer
Place of Work:	Parish Council Office, Rear of the Village Hall, The Green, Horsted Keynes
Hours per week:	An average of 2.0 hours per week
Reporting to:	The Clerk

1. Enable the Parish Council to fulfill its statutory and legal financial duties

- (a) The Responsible Financial Officer must be well informed and up to date on the statutory financial duties of the Parish Council, taking advice from other sources where appropriate. S/he must advise the Parish Council / Clerk on financial issues where appropriate.
- (b) The Responsible Financial Officer is responsible for producing all the financial information required for making effective financial decisions and together with the Clerk is responsible for implementing those decisions. S/he will:
- Implement all lawful financial orders and instructions of the Council or Clerk.
 - Receive correspondence on all financial matters relative to the responsibilities of the Parish Council and refer to the Clerk where matters need to be put before the Council.
 - Comply with all relevant legislation including Health & Safety.
 - Store in a secure but accessible location all financial documents concerning the Council.
 - Based on instructions from the Parish Council, arrange for suitable insurance to be put in place to meet the risks attributable to the Parish Council, its officers, employees, and records and assets.
 - Undertake financial projects at the instruction of the Clerk / Council and propose changes to financial processes in line with best practice and changes in legislation.

2. To administer the finances of the Parish Council

- (a) Overview
- The Responsible Financial Officer must be conversant with all current financial regulation applicable to the Parish Council. S/he will:
- Monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
 - Report to the Council on a monthly /quarterly basis on accounts and budgets, in spreadsheet format, and keep the Clerk informed as and when issues with financial implications arise.
 - Maintain all records and procedures in conformity with the requirements of external and internal audit and advise the Clerk where such requirements are not being met.
 - Maintain the financial records of the Parish Council in such a manner as accepted as good practice and in conformity with all legal and financial requirements as directed by legislation; maintain proper banking records for sums received and paid.
 - Deposit in interest earning accounts surplus funds of the Parish Council or its specified reserves and ensure sufficient funds are available to meet normal day-to- day expenditure.
 - Produce the Statutory accounts of the Parish Council and ensure that they conform with legislative requirements.
 - Maintain a Register of all assets owned by or under the control of the Parish Council and obtain current values thereof for insurance purposes.

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- (b) Budget setting and determining the Precept
 - Provide timely information to the Clerk for the Parish Council to agree the budget and enable it to agree the Precept, and advise the District Council of the Parish Precept within the timescale required.
- (c) Dealing with income
 - Issue invoices for all sums due to the Parish Council for services and materials.
 - Receive all monies due to the Parish Council and ensure rapid deposit into the Council's bank account for all such monies.
 - Pursue any outstanding amounts due to the Parish Council and with the agreement of the Clerk, take appropriate legal action if required.
- (d) Dealing with expenditure
 - Receive and report on invoices for goods and services to be paid by the Council and see such accounts are settled on a timely basis.
 - Pay all sums due to other parties on being satisfied that all such sums are properly due.
- (e) Duties relating to taxation
 - Properly account for VAT and make VAT returns promptly and recover any sums due.
 - Operate a payroll for all employees of the Council and ensure the prompt payment of any PAYE and NI due to be paid to the Inland Revenue under PAYE regulations.
 - Prepare and submit within the prescribed time scale all year end tax returns and returns relative to payments to individuals as required.
- (f) Presentation of annual accounts
 - Submit the Parish Council's annual accounts for proper audit and present the accounts to the Parish Council for approval and signature.

3. To manage the general financial administration of the Parish Council

- (a) Meetings
 - Advise the Clerk of any financial items for the Agendas for meetings of the Parish Council and its Committees.
 - Attend Finance Committee meetings and the Annual Parish Meeting to report on the Parish Council's annual accounts. If requested, attend Parish Council meetings to provide financial advice.
- (b) Correspondence
 - Deal with financial correspondence in a timely manner and keep copies of all correspondence.
 - Maintain a filing and reference system of all financial documents and related correspondence.
- (c) Concessionary Fares
 - Carry out the Parish Council's financial responsibilities relating to Concessionary Fares.

5. To maintain personal development and appropriate levels of training

- (a) Keep computer skills up-to-date.
- (b) Attend training courses where relevant and in consultation with the Clerk and Council.
- (c) Work alone, and without direct supervision.
- (d) Be prepared to work flexibly to meet variable workloads, ensuring that all deadlines are met.
- (e) Work with the Clerk and / or designated Councillors in performance appraisal processes.