

Walberswick Parish Council

Job Description for Responsible Financial Officer (RFO), Part-time

1. Position: Responsible Financial Officer

2. Organisation: Walberswick Parish Council

3. Post Reports to: Chairman of the Council

4. Purpose of Post: Responsible for the financial records of the Council and the administration of its finances.

5. Key Duties: The RFO will be expected to:

- Keep a record of the Council's receipts and payments.
- Reconcile and balance the Council's accounts regularly.
- Produce financial information relevant to Agenda items prior to Council meetings in time to meet publication deadlines
- Ensure bank accounts are reconciled with the Council's accounts on a monthly basis.
- Receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are authorised correctly.
- To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- Monitor and report income and expenditure against budget.
- Manage the Council's payroll, including making payments to HMRC for PAYE and National Insurance.
- Prepare VAT returns.
- Prepare, in conjunction with Councillors and the clerk, the annual budget and precept request.
- Produce year-end accounts for approval by the Council.
- Prepare the annual return for approval by the Council.
- Prepare all necessary accounts and documents to be sent to the internal and external auditors.
- Ensure statutory notices relating to the accounts and audit are prepared for the Council to make public as required.
- Support an annual review by the Council of the effectiveness of internal audit and internal controls.
- Support the Council's approach to risk management.
- Maintain the Council's register of assets.
- Prepare reports for the Council, as required, on the financial position of the Council
- Attend training courses on the work and role of the RFO as required by the Council.
- Complete other tasks commensurate with the role, as required by the Council

6. Person Specification

Essential Criteria – it is envisaged that the successful candidate will be able to demonstrate experience in most or all of the Essential Criteria:

- Experience of working in a financial environment, including preparations of accounts and budgets
- Providing advice and guidance to others on financial issues
- Experience of developing and implementing processes and systems.
- Experience of supplier management and negotiation
- Ability to manage and re-prioritise workload as needed to meet deadlines
- Works well within a team
- Experience of writing reports in a clear and concise manner.
- Experienced user of Microsoft Word, Excel and Outlook

Desirable Criteria – it would be advantageous for the successful candidate to be able to demonstrate experience of one or more of the Desirable Criteria:

- A Certificate in Local Council Administration
- A recognised finance or accounting qualification or evidence of qualification by experience
- Working knowledge of Health and Safety, Insurance, Risk Management and Contract legislation.
- Working knowledge of payroll & completing statutory returns

7. Main Terms and Conditions of Service

- Hours of work: Part-time: Circa 22 hours per month
- Salary: Subject to experience, SCP 20-22, Pro Rata for part-time working
- Holiday Entitlement: 25 days plus 2 extra statutory days, Pro Rata for part-time working

The information given here is intended as a guide only and does not form the basis of a contract.