

TWYFORD PARISH COUNCIL

JOB DESCRIPTION RESPONSIBLE FINANCIAL OFFICER (RFO)

Accountable to: Twyford Parish Council

Responsible for: The effective administration of the Council's finances

Overall Responsibilities

The overall responsibilities of the RFO are for the maintenance of the proper financial records of the Council and for the prudent management and administration of its funds and finances, and specifically: -

1. To maintain the Advantage Edge accounting system of bookkeeping so as to identify at any time the Receipts and Payments of the Council, the Council's Assets and also its liabilities and potential receipts.
2. To reconcile, at least quarterly, the balances shown by the accounting system of account and by bank statements for all bank accounts held by the Council.
3. To report regularly to the Council and / or its Finance Committee on the monitoring of actual receipts and payments against budgets set by the Council.
4. To maintain control over, and records for, the payment of staff remuneration, including administration of Income Tax and National Insurance, pensions and preparation and timely submission of all year-end returns and statements required by the Inland Revenue and the administrator of the pension scheme (Hampshire County Council).
5. To maintain appropriate records relating to Value Added Tax, and to make proper Returns to and / or reclaims of VAT from Customs and Excise.
6. To prepare annual Financial Statements for approval by the Council and submission for external audit.
7. To meet the Council's statutory obligations for annual internal and external audit of the Council's financial records.
8. To prepare draft annual Budget and Precept proposals for consideration and approval by the Council and / or its Finance Committee, all in accordance with a timetable to facilitate the adoption of agreed Budgets and related Precepts at latest by 30th November in each year in respect of the next following fiscal year.
9. To maintain records for, and present forecasts of, future movements of funds, particularly in relation to the setting by the Council of future Budgets and Precepts.
10. To receive and report on invoices for goods and services for the Council and to ensure such accounts are promptly settled after reviewing them for accuracy and securing Council's approval to make the payment.

11. To issue invoices on behalf of the Council for goods and services provided by the Council and to take reasonable steps to ensure payment is received.
12. To ensure that the Council's obligations for financial risk assessment and management are properly met.
13. To undertake any other responsibilities as requested of the Council providing deemed reasonable within the remit of the role.

W D Lawton
July 2020