Kingsclere Parish Council

Job Description– Responsible Financial Officer

Job Title: Responsible Financial Officer
Responsible to: Clerk to the Council

Job Purpose

- Oversee and manage the Council's finances effectively, ensuring compliance with statutory requirements and proper practices.

Main Duties and Responsibilities

Financial Management – Using AdvantEDGE Software

- Maintain accurate records and report on the Council's expenditure and income in accordance with proper practices.
- Reconcile and balance Council accounts regularly.
- Process, verify, and report invoices for goods and services, ensuring correct authorisation and compliance.
- Ensure all spending is pre-approved where possible and / or compliant with Council Policies
- Issue invoices on behalf of the Council and follow up on ongoing debts.
- Monitor income and expenditure against budget, providing regular updates.
- Manage all aspects of Banking arrangements – including but not limited to - signatories, interest, bank mandates, Cllr access / training and ensure banking procedures comply with policy.
- Ensure Council liabilities are met in a timely manner with regard to HMRC, VAT and Pensions
- Manage Council's Payroll and facilitate Holiday and SSP allowance and payments in liaison with Clerk to the Council
- Prepare and manage the annual budget and precept request in collaboration with Councillors and the Clerk to the Council.
- Oversee S106 and CIL income and expenditure
- Produce Financial Reports for Annual Meetings in line with Standings Orders
- Consider the Powers available to the Council regarding Expenditure and Grant Awards
- Coordinate the preparation, compliance and completion of documentation for internal and external audits.
- Produce year-end accounts (AGAR) for Council approval.
- Ensure public inspection opportunities for accounts are appropriately arranged.
- Complete and comply with Financial Risk Assessment

Contracts, Assets, and Value

- Assist in maintaining the asset register.
- Advise the Clerk / Council as required in achieving best value in utilities, services and procurement.
- Keep accurate and up-to-date financial control measures.
- Management of Councils Insurance Policy and assist when required with claims.

Administrative Duties

The RFO will undertake the financial element in the following:

- Ensuring the effective implementation of Council's financial lawful decisions, policies and projects.
- Contribute the Financial detail for the preparation of agendas, and produce relevant paperwork for meetings of the Council, its committees, sub-committees, to ensure all reports are prepared for approval, wherever appropriate.
- Safeguarding and managing Council income, ensuring compliance with insurance and financial protocols.
- Ensuring statutory financial notices are prepared and publicly displayed as required.
- Assist when required in contributing to grant applications.
- Where appropriate and relevant, contribute to the updating and creation of new Council policies.
- Ensure you remain up to date on SLCC/NALC/Local Government policies.
- Work with the Clerk to manage and run Council Leases.
- Ensure compliance with Joint Panel on Accountability and Governance (JPAG), this would include the new Assertion 10 requirements.
- Ensure that accounting and financial documents for publication are prepared and published accurately and on a timely basis.
- To proactively assist in seeking and securing external funding and build partnerships and relationships to support and develop the Council's services
- Advise the Council on financial policies and compliance with relevant legal requirements.

Other Responsibilities

- Adhere to health, safety, and welfare policies, ensuring the safety of yourself and others.
- Demonstrate commitment to equality, diversity, and inclusivity in service delivery and workplace conduct.
- Comply with all Council policies and procedures.
- Attend relevant training to remain informed about best practices and legal obligations.

Job Review

This Job Description will be reviewed periodically during staff performance appraisals and updated as necessary to reflect changing responsibilities and priorities.

This job description is not exhaustive but is intended as a guide to the principal duties and responsibilities of the post. Post holders may be asked to undertake other duties and responsibilities commensurate with the level of the post. It will be subject to periodic review within the scope and general level of responsibility attached to the post.

Responsible Financial Officer - Person Specification

Criteria	Essential	Desirable
Educational Qualifications	• GCSE English and Maths (grades A-C) or equivalent	• Financial Introduction to Local Council Administration (FiLCA)
Skills and Knowledge	• Experience in management of finances, budgeting, and planning for an organisation or business • Skilled in producing comprehensive, well-written reports • Ability to manage varied and changing work priorities • Experience in processing financial data and analysis of, with supporting wide variety of skills. • Proven experience in budget monitoring • Experienced in using windows systems i.e. Outlook, Word and Excel • Experienced in Microsoft 365 • Proven organisational, administrative and • Financial acumen	• Previous experience in local government • Familiarity with audits • Experience of AdvantEDGE Software Package • Knowledge of internal and external audits in a Parish Council setting
Motivation Aptitude and Ethics	• Ability to work diligently from home or office • Ability to work unsociable hours (e.g. evening meetings) • Trustworthy and able to handle confidential matters • Self-motivated • Willing to participate in all training relevant to the job role • Good interpersonal skills and respectful towards other people • Flexible and adaptable approach to work duties • Ability to work as part of a team • Ability to prioritise workload and work under pressure • Ability to work efficiently and effectively under pressure and on own initiative • Good attention to detail • Professional and presentable at all times • Ability to present and behave in a professional manner • Open to new ideas, projects and concepts Work with tenacity and integrity	