

Kingsclere Parish Council



Job Description– Responsible Financial Officer

Job Title: Responsible Financial Officer

Responsible to: Kingsclere Parish Council – Potentially Clerk to the Council

A Permanent, Part Time and Flexible Role

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 of the Council's payments 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.
- Prepare monthly financial reports for Council information and approval
- Ensure all spending is pre-approved where possible and / or compliant with Council Policies
- Certify the receipt and completion of contracted work or services.
- Issue invoices on behalf of the Council and follow up on payments. To include the Allotments, Leases and Cemetery.
- Monitor income and expenditure against budget, providing regular updates.
- Manage salaries and all associated payments, including HMRC Basic Tools, National Insurance and Pension contributions.
- 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.
- Prepare and submit VAT returns in a timely manner.
- Prepare and manage the annual budget and precept request in collaboration with Councillors and the Clerk to the Council.
- Produce year-end accounts (AGAR) for Council approval.
- Ensure public inspection opportunities for accounts are appropriately arranged.
- Oversee S106 and CIL income and expenditure
- Produce Reports for Annual Meetings in line with Standings Orders
- Awareness of Powers available to the Council regarding Expenditure
- Coordinate the preparation and compliance of documentation for internal and external audits
- Enrolment and management of Staff Pension Schemes
- Facilitate Holiday and SSP Payments in liaison with Clerk to the Council
- Manage Grant Awards and ensure relevant Councils Powers to grant are applied.

- To proactively seek and secure external funding, and build partnerships and relationships to support and develop the Council's services
- Complete and comply with Financial Risk Assessment

Contracts, Assets, and Value

- Maintain the asset register and associated maintenance records.
- Ensure the Council achieves best value in utilities and services procurement, alongside managing the ongoing Utility Accounts.
- Keep accurate and up-to-date financial control measures.
- Management of Councils Insurance Policy and Claims

Reporting and Advisory

- Regularly report on the Council's financial position, income, and expenditure.
- Advise the Council on financial policies and compliance with relevant legal requirements.

Administrative Duties

The RFO will undertake the financial element in the following:

- Ensuring the effective implementation of Council's lawful decisions, policies and projects.
- Contribute to the preparation of agendas, minutes and relevant paperwork for meetings of the Council, its committees, sub-committees, to ensure all 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.
- Work alongside the clerk in the administration of amendments to Staffing Contracts and Job Descriptions when finances are involved.
- Where appropriate carry out tasks and essential duties in collaboration with the Clerk.
- Source and Manage Grant Applications for projects.
- Where appropriate and relevant, contribute to the update and creation of new Council policies.
- Ensure they remain up to date on SLCC/NALC/Local Government policies.
- Where appropriate, work with the Clerk to manage and run Council Leases.
- Complete FiLCA within 2 years of employment.
- Ensure compliance with Joint Panel on Accountability and Governance (JPAG), this would include the new Assertion 10 requirements.

Digital Communication

- Update the Council's website and social media platforms to maintain clear and current public communication regarding accounting and financial published documents.

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.
- Take on other duties that align with the job description's spirit and purpose.

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.