

Lyndhurst Parish Council

JOB DESCRIPTION FOR RESPONSIBLE FINANCE OFFICER

Under section 151 of the Local Government Act 1972 be the Council's designated Responsible Financial Officer and carry out the following duties.

The Role

- 1 The Responsible Financial Officer (RFO) will
 - a) Manage and administer the Council's financial affairs in accordance with the Accounts and Audit regulations 1996.
 - b) Advise Members on matters relating to the budget, income and expenditure. To include procedures, method and protocol.
 - c) Manage and administer the Council's asset register.

Responsibilities

- 1 To effectively manage and monitor the Council's finances and to advise the Council on its financial strategy and policies, to include investment, cash flow and bank transfers.
- 2 In conjunction with the Clerk, to prepare and advise on the annual estimates of income and expenditure for preparation of the budget.
- 3 To provide Council with regular monitoring statements of income and expenditure incurred under each budget code of the approved annual revenue and capital budgets.
- 4 To review and ensure compliance with the Council's Financial Regulations and recommend any necessary amendments to the Finance Committee. To attend such committee or other as may prove necessary.
- 5 To produce and publish the annual "Statement of Accounts" in accordance with the requirements of the Accounts and Audit Regulations 1996 for larger councils.
- 6 To manage staff payroll and the Local Government Pension Scheme and ensure members are paid by the allotted time according to their contracts.
- 7 To complete all statutory and financial returns including PAYE, NI, VAT, Pension Scheme and Charity returns.
- 8 To maintain a cost centre-based accounting system.
- 9 To manage insurance risk, process claims as necessary and maintain the property and asset register and report annually to the Finance Committee on insurance risk covered.
- 10 To carry out all necessary reports to the Council for consideration.
- 11 To take responsibility for submission of quarterly VAT returns and to deal with VAT inspections
- 12 To comply with the Council's Health and Safety policy at all times.
- 13 To liaise with auditors, banks, HMRC.
- 14 To monitor and collect overdue debtor fees and charges.
- 15 To monitor and pay creditors and suppliers within agreed timetable.
- 16 To submit bids to individuals and organisations for funding to support Council projects and initiatives.
- 17 To attend meetings of the Parish Council as an Officer, without voting rights, reporting to the Parish Council Chairman as necessary.
- 18 To undertake any other duties that may be required by Clerk from time to time appropriate to the grade and designation of the post.