YETMINSTER & RYME INTRINSECA PARISH COUNCIL

Job Description – Responsible Finance Officer

Overall Responsibilities

The Responsible Finance Officer (RFO) is a complimentary role within the Council to the Proper Officer (Clerk) and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a Local Authority's Responsible Finance Officer.

The RFO will be responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are conducted as they pertain to financial matters.

The RFO is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authorities Financial activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions. The person appointed will be accountable to the Council for the effective management of all its Financial resources and will report to them as and when required.

The RFO is responsible for all financial records of the Council and the careful and responsible administration of the Council's finances. The RFO, with the Proper Officer as deemed necessary, will also prepare such financial statements and records as are needed to help the Council prepare their annual Precept and Model Agreement requirements and will prepare an Annual Balance of the Council's accounts and will arrange for an annual audit of these.

The RFO to the Council will attend, and be responsible for, reporting the monthly, quarterly and year-end financial status of the Council and will do so through the Council Agendas for the various months that the Council meets.

The RFO is expected to dispatch promptly and in a timely, efficient, and workmanlike manner all notices, letters, and other documents as the financial business of the Council shall require and attend all such meetings and conferences as may be necessary for the proper discharge of the duties of the RFO or as the Council shall reasonably require.

The RFO is expected to respond in a timely, efficient, and workman like manner to all enquiries, requests, notices, letters, and other documents as the financial business of the Council shall require and attend all such meetings and conferences as may be necessary for the proper discharge of the duties of the RFO or as the Council shall reasonably require. Additionally, the RFO will keep safely and conveniently in secure but accessible custody all deeds, plans, records, letters, writings, and other documents of or concerning the Council or its agents.

It will be the Clerk & RFO's responsibility to seek maintain financial records and to provide such appropriate advice as is considered necessary or advisable in the daily dealings of the Council, or as directed by the Members. The RFO will assist the Proper Officer in preparing schedules of tender for work required by the Council and may seek assistance with this. As part of this process the RFO will ensure that the adopted Financial Regulations are followed and adhered to and will notify the Chair of the Parish Council and/ or the members of any difficulties or transgressions.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the financial running of the Council are observed.

2. To monitor and balance the Council's accounts and, as the Responsible Finance Officer, to prepare records and reports for budget monitoring and audit purposes and VAT all promptly and in a timely manner.

3. To work with, and represent the council in dealings with, the appointed auditor.

4. To work with, and where appropriate be a contributing member of, one or more of the Council's working groups and in particular, the Finance Subgroup.

5. To assist, as necessary, in the management and overseeing of the Council's grounds maintenance contract and to liaise with the appointed contractor to ensure the work carried out is satisfactory.

6. To work with and contribute to the Hamcrate Working group in overseeing the financial management of the Hamcrate Sports Field and allotments and to issue contracts and rent and service demands as required.

7. To ensure that the Council's obligations for Risk Assessment are properly met.

8. To receive, as it pertains to financial matters, correspondence and documents on behalf of the Council and to deal with such correspondence or documents and bring such items to the attention of the of the Council all promptly and in a timely, efficient, and workman like manner. To issue correspondence as a result of instructions of, or the known policy of the Council as they pertain to financial matters.

9. While acting as the Responsible Financial Officer, to receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met promptly and in a timely, efficient, and workman like manner and in accordance with the Council Financial Regulations. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.

10. As the Responsible Finance Officer ensure that the Council's financial reports ae available and organised so as to facilitate the end of year audit and to work with the appointed auditor/s for the purpose of the audit

11. To draw up both on their initiative, or as the result of suggestions by Councillors, proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of actions as they pertain to financial matters.

12. To advise on implemented policies of the Council and ensure that they are achieving the desired result and where appropriate, suggest modifications as they pertain to financial matters.

13. To act as the representative of the Council as required.

14. To attend training courses or seminars on the work and role of the RFO as required by the Council.

Yetminster & Ryme Intrinseca Parish Council reserve the right to amend or add to the stated Job Description and Specific Responsibilities as circumstances change or dictate but undertake to do this in discussion with the Responsible Finance Officer in place at the time change is deemed necessary.