

Wincanton Town Council

Job description	
Post title:	Responsible Financial Officer and Committee Clerk
Responsible to:	Personnel Committee
Hours:	15 hours a week – 2 days in the office
Date:	September 2021

Job purpose:

To act as the Responsible Financial Officer (RFO) as required by section 151 of the Local Government Act 1972. The RFO is responsible for all financial records of the Council and the careful administration of its finances. The RFO is accountable for the effective management of the Council's finances and records.

As a Committee Clerk, to provide advice to the committee on governance, constitutional and procedural matters. Provide effective administrative support to the committee and ensure all decisions are actioned.

Specific Responsibilities:

1. To prepare financial reports for the Council. These reports will cover budget monitoring, fund balances, receipts and payments, bank reconciliations and other relevant current matters.
2. Provide a draft budget for the Finance and General Purposes committee for approval by the full Council.
3. To submit the precept approved by the Council to Somerset DC.
4. To bank regularly all money received and expended by the Council.
5. To identify the duties of all individuals, including him/herself dealing with financial transactions and ensure, as far as possible, that there is as much internal checking as possible in a small authority.
6. To manage cash flow and the control of transfers and investments.

7. To take overall responsibility for the submission of quarterly VAT returns and dealing with VAT inspections etc.
8. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
9. To ensure that the Internal Auditor has access to all necessary paperwork at least twice a year and that the Internal Auditor presents reports to the Council.
10. To prepare and balance final accounts in accordance with the Accounts and Audit (England) Regulations 2015 and report thereon.
11. To produce accounts and records for external audit in accordance with the Accounts and Audit (England) Regulations 2015.
12. To ensure the Internal Auditor completes and signs the appropriate section of the Annual Return.
13. To monitor compliance with the Council's Financial Regulations and ensure correct financial systems are in place.
14. To maintain the Council's register of property and assets.
15. To be responsible for the overall management of the payroll, including the Local Government Pension Scheme. To ensure prompt payment of tax and national insurance to HMRC and the prompt payment of sums due to the Local Government Pension Fund.
16. Calculate all employees annual leave annually
17. To approve and keep records of employee's annual leave and TOIL (time off in lieu).
18. To maintain and keep up to date the asset register for the Council.
19. To manage the insurance cover for the Council and ensure all assets are insured.
20. To attend the Finance and General Purposes Committee meetings and any Council meetings where necessary in respect of the budget.
21. To attend other committees, as required, as the Committee Clerk administer the agendas and minutes and take actions on decisions made.

22. To continue to acquire the necessary professional knowledge required for the efficient management of the affairs of the Council i.e. The Society of Local Council Clerks.
24. To carry out any other duty that may reasonably fall within the general nature and level of responsibility of the post.