

JOB DESCRIPTION OF THE RESPONSIBLE FINANCE OFFICER TO STEDHAM WITH IPING PARISH COUNCIL

JOB DESCRIPTION OF THE RESPONSIBLE FINANCIAL OFFICER (RFO) ROLE

1. The Responsible Financial Officer is the responsible financial officer of the Council and will prepare and maintain the accounts and other financial records of the Council (including those related to Value Added Tax) in accordance with all statutory and other accounting and audit requirements and practices.
2. The RFO will be responsible for arranging the deduction of income tax and National Insurance contributions from the remuneration of any employee of the Council and payment of the same to HM Revenue and Customs.
3. The RFO will be responsible for paying all invoices received and for banking all receipts promptly.
4. The RFO will be responsible for applying for such grants as are available and advising Council of such availability.
5. If applicable and if instructed by the Chairman or Council, the RFO will be responsible for applying for Crowd funding opportunities for Council projects.
6. The RFO will be responsible for preparing an annual budget for consideration by the Finance and General Purposes Committee.
7. The RFO will be responsible for ensuring that an effective financial system of controls are in place to monitor the alignment of expenditure to the budget over the financial year.
8. The RFO will ensure there are financial reports prepared for each meeting of the Council as well as for each meeting of the Finance and General Purposes Committee.
9. The RFO will ensure that the Council's community facility assets are covered by adequate insurance.
10. If specifically requested by the Council, the RFO will (at the cost of the Council) attend training courses on subjects relevant to the role and responsibilities of the RFO of a local Council and will continue to acquire the necessary professional knowledge for the efficient management of the financial affairs of the Council.