

## Job Description for the Responsible Financial Officer (RFO)

### Maternity cover, 6 May 2024 to 4 April 2025

#### **Main Purpose and Objective of the Role**

To be the Council's financial practitioner by ensuring that the Council's financial affairs are within the legal framework for local authorities and comply with current legislation, statements of recommended practice, accounting codes of practice and the Council's own Financial Regulations and accounting controls.

#### **Clipstone Parish Council**

Clipstone is a growing village in north Nottinghamshire with a population of just under 5,000 residents. The Council's full complement of Councillors is 9 but is currently operating on a reduced capacity of Councillors. The precept for the forthcoming financial year is £172,380 with forecasted income from other sources of circa £50,000. The Council also has healthy reserves to aid its project delivery ambitions.

The Council employs 6 other members of staff, all of whom work part-time, the Clerk, 2 grounds staff, a village hall warden, cemetery warden and an administrative assistant. To take the Council forward the Clerk and the RFO will need to work closely together.

#### **Assets**

The Council owns or has responsibility for the following assets:

- Village Hall
- Cemetery
- Former Squash and Sauna building
- Pockets of land in the area
- Christmas lighting display and Christmas tree

#### **Duties and Responsibilities**

##### **Year-end financial statements:**

- Prepare for the Council's annual Financial Statements in accordance with applicable legislation and guidelines
- Make Financial Statements available to the Council's internal auditor and to provide such working papers, explanations and information as the auditors may require carrying out the annual audit
- As necessary, prepare or assist with the preparation of the annual Statement of Internal Control and to seek the Council's approval of the statement

**Management Accounts:**

- Input receipts and payments into the financial software package
- Prepare quarterly management accounts for presentation to Council, together with explanations of major variances

**Annual Estimates:**

- Prepare estimates for the council and to make recommendations to the Council for the amount to be precepted in the following year
- To prepare forecasts for subsequent years on a three-year rolling basis

**Invoices:**

- Create the Council's invoices in a timely manner across its revenue generating assets
- Monitor the receipt of payments
- Chase outstanding payments

**Internal Control:**

- Review and monitor the Council's systems and ensure that proper checks and controls are in place
- To liaise with the Council's internal auditor
- Carry out investigations and prepare reports on an ad hoc basis

**Risk Management:**

- Devise and implement a system of risk management covering all aspects of the Council's activities

**Asset Register:**

- Ensure that the Council's Asset Register is maintained in a suitable manner to meet best practice and the auditor's requirements
- Review the replacement of assets

**Leases and Licences:**

- Ensure that a record of all the Council's Leases and Licences are maintained in a suitable manner to meet best practice and the auditor's requirement and are reviewed at appropriate times (rent reviews etc.)

**Health and Safety**

- Review and maintain best practice health and safety processes
- Work in conjunction with the Clerk to implement best practice

**Insurance:**

- Responsibility for insurance contracts
- Monitor that the Council's insurance cover is adequate
- Initiate insurance re-valuations on assets as necessary

**VAT:**

- Submit the Council's VAT return

**Grants:**

- To work in conjunction with the Clerk to prepare grant application submissions

**Utilities & Services:**

- Regularly carry out reviews of provision of service ensuring most cost-effective suppliers are in place

**Payroll:**

- Calculate and pay monthly salaries
- Pay the Council's tax and national insurance obligations
- Check annual pay award calculations

**Pensions:**

- Check and monitor the stakeholder pension.
- Create pension returns

**GDPR:**

- Be aware and compliant with General Data Protection Regulations

**Meetings:**

- Attend monthly Council meetings to provide financial advice

**General:**

- To deputise for the Clerk
- Take on tasks at the request of the Clerk