



Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,
clerk@clipstoneparishcouncil.org 01623 626857

Job Description for the Responsible Financial Officer (RFO)

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 6 Councillors. The precept for the forthcoming financial year is £166,200 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, 3 grounds staff, a village hall warden, cemetery warden and an administrative assistant. It is also currently advertising for a Clerk. 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 the Council's annual Financial Statements in accordance with applicable legislation and guidelines and to sign the statement every year upon the Council's approval
- Make the 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
- Prepare the annual Statement of Internal Control and to seek the Council's approval of the statement every year

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

VAT:

- Submit the Council's VAT return

Grants:

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

Investments:

- Draft an investment strategy policy for consideration by Council

Utilities & Services:



Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,
clerk@clipstoneparishcouncil.org 01623 626857

- 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 annual 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