# Responsible Financial Officer – Job Description

## Overall Responsibilities

The Responsible Financial Officer (RFO) will assist the Town Clerk in their role as the ‘Proper Officer’ of the Town Council. Under the Local Government Act 1972, section 151, the Town Council must appoint a Responsible Financial Officer.

The main duty of the RFO is to ensure that the accounts and financial records of the Council are maintained in accordance with proper practices and are kept up to date.

## Specific Responsibilities

1. To complete the accounts of the council and the Annual Return within the timescale set by the Accounts and Audit regulations 1996, as amended.
2. To ensure that the Council has a form of independent internal audit and the at the audit is carried out regularly at set times in accordance with council policy.
3. To make arrangements for the opportunity for public inspection of the accounts, books and vouchers at the appropriate time.
4. To ensure that the Council prepares an annual budget for the following financial year and reviews the budget throughout the year.
5. To liaise with the Primary Authority to obtain the Council Tax base in preparation for the annual budgeting process and inform the Primary Authority of the precept set in the budgeting process.
6. To prepare and keep up to date, a three-year forecast of revenue and capital receipts payments.
7. To regularly provide the Council with a statement of receipts and payments to date under each head of the budget, comparing actual expenditure against that planned.
8. With the approval of the Council, to devise measures to ensure prompt and accurate recording of financial transactions.
9. To prepare a schedule of payments required at a meeting, together with relevant invoices to be presented.
10. To examine, verify and certify that contracts for work, goods or services have been received, carried out, examined and approved.
11. To examine invoices, I relation to arithmetic accuracy and to analyse them to the appropriate expenditure heading.
12. To maintain a petty cash float, ensure adequate security for the money and to keep adequate records of receipts and payments.
13. To develop a procedure for uncollectable amounts, including bad debts, to be written off and to ensure that this procedure is only undertaken with the RFO’s approval, and for the approval to be shown in the accounting records.
14. To keep accurate payroll records on behalf of the council and prepare the monthly salaries of staff as agreed by the council.
15. To retain all investment certificates and other similar documents.
16. To supervise and be responsible for the collection of all income and to be responsible for ensuring receipt of amounts due to the council. To be responsible for the collection of rents and or other charges implemented by the Council and to liaise with the Clerk on the banking of such income.
17. To prepare a schedule of the Council’s fees and charges annually, following a report of the proper officer of the council.
18. To bank all income intact as with such frequency as the RFO considers necessary.
19. At the close of business at 31st March each year, to promptly complete a VAT return or to make claims during the year at the direction of the Council.
20. To control order books for work, goods and services.
21. To work in conjunction with the Proper Officer in the procurement of Council contracts in accordance with the Council’s Standing Order on this issue.
22. To execute the Council’s Standing Order on contracts as directed.
23. Where contracts provide for payment by instalments, the RFO shall maintain a record of such payments and ensure that the Council pays within the time specified in the contract.
24. To be responsible for periodic checks of stocks and stores at least annually.
25. To ensure that an adequate record is maintained of properties owned by the Council.
26. The RFO will affect all insurances and negotiate claims on the Council’s insurers.
27. The RFO will keep a record of all insurances and ensure that this is reviewed annually by the Council.
28. The RFO will assist the Proper Officer to prepare and promote a financial risk management policy statement in respect of all activities of the Council and prepare new policies where necessary.
29. To ensure that the Council’s financial regulations are kept up to date and reviewed from time to time.
30. To liaise with the Proper officer as the Council’s Financial Standing Orders direct.

## Additional duties

In taking responsibility for:

* Representing the Town Council at meetings with outside organisations,
* Providing a friendly and professional reception service to callers in person or telephone enquiries to the Town Council,
* Dealing with correspondence and assist with publicity as required,
* And such other functions as are required and are appropriate to the level of responsibility of this post.

## Other responsibilities

To receive, in liaison with the Clerk, correspondence and documents on behalf of the Council and to deal with the correspondence or documents or bring such items to the attention of the Council and to issues, in liaison with the Clerk, correspondence as a result of instructions of, or the known policy of the Council.

To study, in liaison with the Clerk, reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.

To draw up both on his / her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.

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

## Salary

Salary range is NJC Scale LC2, scales 18 (£24,982) to 23 (£27,741) pro rata, dependant on experience.

## Employee benefits

Baildon Town Council is a member of the Local Government Pension Scheme, the post holder will be provided with the opportunity to opt into this scheme via the West Yorkshire Pension Fund.

The post holder will also be entitled to travel and subsistence allowance when appropriate at the National Joint Council rate. Other benefits include the use of a Laptop and mobile phone.

The post is 14 hours per week, but the times of work can be agreed according to the individual, given the need for regular evening work for committee meetings. Flexible working is encouraged subject to organisational requirements. Baildon Town Council aims to be a family friendly employer.

## Annual Leave

Annual leave entitlement is 25 days per annum (pro rata), in addition to normal bank and public holidays, the post holder will also be entitled to two extra statutory days.

## Training

To attend training courses or seminars on the work and role of the Responsible Financial Officer, as required by the Council.