

JOB DESCRIPTION

Job Title	Responsible Financial Officer
Hours of work	<p>This role's normal hours of work will be between 10 and 16hrs per week, depending on the nature of the workload and council business.</p> <p>Flexibility is a requirement of this role. Due to the nature of our business, you may be required to be flexible with your start and finish times, days, evenings or weekends worked and to provide holiday cover for the Assistant Town Clerk job role.</p>
Pay + Benefits	<p>Banding 18-23 Starting rate of £14.21 per hour (Spinal Column Point 18), subject to tax and statutory deductions.</p> <p>Confirmation of appointment will be subject to satisfactory completion of a probationary period of six months. The Council reserves the right to extend this period as appropriate.</p> <p>The probationary period will come to an end when confirmed in writing by the Town Clerk or the candidate has successfully completed their probationary period.</p> <p>During the probation period the candidate can only take holiday days which have been accrued since their first day of your employment.</p> <p>22 days holiday per annum (excluding bank/public holidays), pro rata for incomplete years of service. 1 additional day for each year of service up to a maximum of 27 days.</p>
Reports to	The Town Clerk
Location	Callington Town Hall
<p><u>Job summary</u></p> <p>Local Councils are required by section 151 of the Local Government Act 1972 to appoint a Responsible Financial Officer (RFO) to manage their financial affairs. (Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015)</p>	

To ensure Corporate Governance and Administration of the Council with specific responsibilities for accounts and financial records.

To maintain good governance, accountability and transparency in accordance with regulatory requirements, accounting guidance and proper practice (Governance and Accountability Practitioners Guide 2018)

The RFO will be responsible for the management of risk within the organisation including regular review of the corporate risk register, regular monitoring of financial risk and Policies to ensure that all are current and fit for purpose.

The RFO will as a member of the Senior Management Team to assist the council in the day-to-day management of the Town Council specifically accounts, payroll, financial planning, support to Members and Committees. To provide leadership and manage day-to-day activities in the Town Clerk's absence. To provide information to customers and to liaise with the Town Council's partners.

1. To provide financial management of the Town Council. To manage the Town Council's financial affairs within the legal framework for local authorities and to comply with current legislation, statements of recommended practice and accounting codes of practice. To ensure that the Town Council complies with the Financial Regulations as approved from time to time by councillors.
2. To act as the Town Council's "Responsible Finance Officer" (RFO) described in the Accounts and Audit Regulations 2003, section 2(2)(a) as: "the person who, by virtue of section 151 of the Local Government Act 1972, is responsible for the administration of the financial affairs of a relevant body or, if no person is so responsible, the person who is responsible for keeping the accounts of such a body". The Regulations impose specific duties on the RFO to (i) establish a sound system of internal control and arrangements for the management of risk (section 4(1)); (ii) carry out an annual review of the system of internal control and to prepare and publish an annual statement of internal control (section 4(2)); (iii) determine the accounting records and ensure they are maintained in accordance with proper procedures and are kept up to date (section 5); and (iv) determine the accounting control systems and ensure that they are observed (also section 5).

Main duties and responsibilities

- **Year-end financial statements:** Prepare the Town Council's annual Financial Statements in accordance with applicable legislation and guidelines. Within applicable time constraints, make the Financial Statements available to Town Council's auditors and to provide such working papers, explanations and information as the auditors may require to carry out the annual audit.

- Prepare the annual Statement of Internal Control and to seek the Council's approval of such statement every year.
- **Management Accounts:** Prepare monthly management accounts for presentation to Council, together with explanations of major variances. Provide same to managers and investigate discrepancies. Prepare working hours summaries from information supplied by the finance assistant.
 - **Annual Estimates:** Prepare revenue and capital 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.
 - **Internal Control:** Review and monitor the Town Council's systems and ensure that proper checks and controls are in place. To liaise with the Town 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 Town Council's activities. Carry out an annual review of the Council's risk management strategy.
 - **Other strategies:** Participate in the preparation of the other strategic reviews e.g. fraud and negligence, investment strategy, IT strategy etc. and to make recommendations.
 - **Pensions:** Monitor the LGPS and Stakeholder pension. Attend occasional seminars. Review annual pension returns prepared by the finance assistant. Apply FRS17 rules to the Financial Statements if applicable.
 - **VAT:** Review the Council's VAT exemption status and, if necessary, to prepare annual schedule of exempt inputs. Deal with HM Customs and Excise as required.
 - **Investments:** Comply with the investment strategy. Review periodically and make recommendations to Council.
 - **Payroll:** Be up to date with payroll legislation. Be able to prepare monthly payroll if finance assistant is absent. Check annual Inland Revenue returns. Check annual pay award calculations. Prepare monthly statement of staff working hours for comparison with budget.
 - **Utilities & Services:** Regularly carry out reviews of provision of service ensuring most cost effective suppliers are in place, bearing in mind the opportunity to purchase on behalf of all council facilities.
 - **IT:** Overall responsibility for IT (including arrangements for IT Working Party).
 - **Meetings:** Attend appropriate meetings (normally evening) to provide financial advice.
 - **Department Budgets:** Monitor and ensure implementation of all necessary procedures and documentation to ensure appropriate financial management in all departments across the Council.
 - **Asset Register:** Ensure that the Council's Asset Register is maintained in a suitable manner to meet auditor's requirements.

- **Leases and Licences:** Ensure that a record of all of the Council's Leases and Licences are maintained in a suitable manner to meet auditor's requirement and are reviewed at appropriate times (rent reviews etc.).
- **Insurance:** Responsibility for insurance contracts.
- **General:** To assist as a senior member of the Council's team with its overall performance management. This could involve undertaking different tasks at the request of the Town Clerk.
- **GDPR:** Being aware and compliant with General Data Protection Regulations.
- To effectively manage and monitor the Council's finances and advise the Council on a financial strategy that will meet its finance and policy objectives.
- Supporting the Town Clerk and the senior management team in driving process improvements and efficiencies in line with the Corporate Strategy and Plan.
- To provide objective advice to Members in a timely and coherent manner, including report writing, business cases and analysis.
- To work with the Engagement Officer and Committee Support Officer support community engagement and to update the Town Council's website and to ensure compliance with the Local Government Transparency Code.
- To dispatch promptly all such notices, letters and other documents as the due transaction of business of the Town Council shall require.
- To keep safely and conveniently in secure custody all deeds, records, letters, writings and other documents.
- To attend meetings, conferences, seminars and training courses associated with the work and role of Responsible Finance Officer as required and authorised by the Town Council.
- Responsible for the production of monthly accounts to include the payment of invoices, production of purchase orders, VAT returns, petty cash and the maintenance of financial information in accordance with the Town Council's financial regulations and audit requirements.
- To oversee and be responsible for the production of monthly payroll, HMRC returns and Local Government Pension contributions.
- To provide comprehensive financial information for the purposes of budget setting and financial planning, including business cases
- To submit the precept to the Town Council and supply any breakdown requested
- To handle and process payments in accordance with the Town Council's financial regulations and audit requirements.
- To oversee and update ICT support services, telephones and other utility contracts.
- To maintain the asset register.
- Establish a sound system of internal control and arrangements for the risks involved in raising and spending public money and keep a financial risk register.

- To prepare and balance final accounts in accordance with the regulations and report thereon to the Town Council.
- To supply information to and be present during internal auditor visits.
- To manage insurance cover and risk and ensure that claims are processed as necessary. Report annually to the Council on insurance risk covered. To ensure that fidelity guarantee insurance is provided.
- Work in partnership with the Town Clerk and Senior Management team on procurement, tenders, contract and other relevant work. Oversee quotes and tenders for works, goods, contracts and services as required or requested by committees or the full Council. • Ensure all contracts comply with the Council's Standing Orders and Financial Regulations.
- To advise the Town Clerk on legislative changes that may impact on the Town Council's financial and administration services, and to ensure that all related Town Council policies and procedures are maintained and up to date at all times. General
- To act as the Proper Officer in the absence of the Town Clerk and carry out functions and duties associated, except where some other person shall have been given specific duties associated with the title.
- To prepare agendas for Meetings as required in the absence of the Town Clerk.
- To be the joint Lead Officer for the Finance and General Purposes Committee, and Clerk other meetings as required

General

- To be prepared to undertake training that the Council considers would be beneficial.
- To work in accordance with the Town Council's policies and procedures.
- To be prepared to perform such other duties as reasonably correspond to the general character of the post.
- There will be periods when you are expected to work on your own and you must adhere to the Council's policies and procedures where appropriate, such as Lone Working Policy.
- To work alongside the other council employees, ensuring a presence from either employee at all times. Working out holiday/absence periods so there is always one member of Administration staff present.

This job description will be reviewed on an annual basis at the staff appraisal.



Callington
Town Council

Employee	Signature	Date
Approved by line manager	Signature	Date