



Much Wenlock Town Council

Job Description

Responsible Financial Officer

Overall Responsibilities

To act as the Town Council's "Responsible Financial 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."

To ensure Corporate Governance and Financial Administration of the Council with specific responsibility for accounts and financial records. To maintain good governance, accountability and transparency in accordance with regulatory requirements, accounting guidance and proper practice.

Specific Responsibilities

To efficiently manage and monitor the Council's finances and to advise the Council on a financial strategy that will meet its financial and policy objectives.

To maintain arrangements for effective financial management and the preparation of accounting statements, and to ensure that all the accounts conform to the requirements of the Audit and Accounts Regulations.

Main Tasks

1. To ensure that statutory and other provisions governing or affecting the financial management of the Council are observed.
2. To develop and maintain appropriate systems of internal financial control.
3. To ensure that the Council's accounts are regularly monitored and balanced and that records are prepared for audit purposes and VAT.
4. To maintain a petty cash imprest system and ensure that petty cash is balanced monthly.
5. To submit regular quarterly VAT claims.
6. To maintain and manage up to date paper and computerised accounting records throughout the financial year.
7. To manage the Council's payroll and statutory records for PAYE, NI and superannuation and keep personnel records of annual leave, sickness and TOIL liaising, as necessary, with HM Revenue and Customs and Shropshire County Pension Fund.
8. To manage and keep under review the Council's banking arrangements to meet cash flow requirements, to invest the Council's finance to the best reasonable advantage and security and to make recommendations for any changes required.
9. To prepare year-end accounts for external audit in compliance with the relevant Audit Regulations and to complete the Annual Governance and Accountability Return.
10. To ensure that the Council's obligations for financial risk assessment are properly met, maintaining an up to date risk register.
11. To ensure that internal audits are carried out as per the Council's Internal Audit Plan and to report findings to Members. To report and implement agreed corrective action to the Internal Auditor.
12. To maintain the fixed asset register for financial reporting and insurance purposes.
13. To ensure that the Council has adequate insurance cover in place and that funding for asset management is in place.
14. With the Town Clerk, to prepare, in consultation with appropriate members, agendas and papers for meetings of the Finance & Asset Management Committee. To attend and contribute to such meetings.

15. To prepare monthly and quarterly budgetary reports and bank reconciliations for consideration by the Finance & Asset Management Committee and full Council.
16. In liaison with the Town Clerk, to prepare the annual budget estimates/forecasts and recommendation of the precept for consideration by the Finance & Asset Management Committee and thereafter the Council.
17. To oversee quotes and tenders for works, goods, contracts and services as required or requested by the Town Clerk, Council or relevant Committee and to raise purchase orders as necessary.
18. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
19. To oversee management of records of all Guildhall stock, sales and donations and to process exhibitor payments.
20. To administer the Town Council's grant scheme for local organisations.
21. In liaison with the Town Clerk, to research and complete applications for grant funding to support the Council's activities and, if received, administer and manage such grant funding.
22. To carry out an annual review of the Council's Financial Regulations for relevance and compliance (in particular, any updates and amendments required/necessitated by changes to statute and government regulations).
23. In liaison with the Town Clerk, to manage lettings of Town Council property.
24. To continue to acquire the necessary professional knowledge required for the efficient management of the financial affairs of the Council.

Assistant to the Town Clerk

Overall Responsibility

The RFO will also support the Town Clerk to help deliver the Council's objectives and its work programme.

Specific Responsibilities

General Administration / Communications

- Ensure the office is managed effectively during the absence of the Town Clerk.
- Draft correspondence as required.
- Maintain an approved contractor list.

Council/Committee Administration

- During any absence of the Town Clerk to attend meetings of the Council and its Committees and to take minutes of such meetings.
- Assist the Town Clerk with the preparation of supporting information for meetings of the Council.

Cemetery Administration

- Manage the administration of burials and memorials in the cemetery in accordance with Council policy and legal obligations.
- Deal respectfully with all enquiries, applications and payments.
- Ensure that contractors employed by the Council act in accordance with Council's instructions.
- Ensure that Funeral Directors comply with Council policies.
- Produce and update forms for burial when necessary.
- Maintain an up-to-date cemetery map of all plots.

Civic and Community Events Planning

- Effectively organize and manage civic functions on behalf of the Council.
- Attend the Mayor Making Ceremony and Civic Reception in an official capacity.
- Keep an up-to-date record and calendar of all booked events.