

# SHERBURN PARISH COUNCIL

[www.sherburninemet.gov.uk](http://www.sherburninemet.gov.uk)



Eversley Park Centre  
Low Street  
Sherburn in Elmet  
LS25 6BA

## Responsible Financial Officer (RFO) – Job Description

### The Role

The Responsible Financial Officer (RFO) will effectively manage and monitor the Council's finances, advise the Council on a financial strategy that meets its finance and policy objectives and ensure that its accounts and administrative procedures comply with the requirements of Accounts and Audit and other relevant Regulations.

### Specific Tasks

1. To maintain computerised, day to day and annual financial records, and monitoring of income and expenditure against the approved budget, working with the Parish Council's Accountant as required.
2. To prepare financial reports in agreed format for regular meetings of the Parish Council.
3. To prepare a schedule of payments due for submission to the Parish Council.
4. To prepare a detailed draft annual budget and precept recommendation for the subsequent year for submission to the Parish Council at its annual budget setting meeting.
5. To prepare and keep up to date, a three-year forecast of revenue and capital receipts payments.
6. 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.
7. To prepare and submit the annual financial return and supporting accounts for approval by the Parish Council and subsequently for formal audit, liaising as necessary with the Parish Council accountant and appointed external auditors.
8. To manage the Council's payroll, including PAYE, NI and superannuation and to keep records of mileage, sickness, annual leave and TOIL.
9. To maintain statutory VAT and PAYE records, liaising as necessary with HMRC
10. To maintain appropriate banking arrangements and carry out regular bank reconciliations as required.
11. To examine, verify and certify that contracts for work, goods or services have been received, carried out, examined and approved.
12. To examine invoices, in relation to arithmetic accuracy and to analyse them to the appropriate expenditure heading.

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13. To maintain a petty cash float, ensure adequate security for the money and to keep adequate records of receipts and payments.
14. 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.
15. To execute the Council's Standing Orders on contracts.
16. To receive and record payments made to the Parish Council and submit all income for banking.
17. To explore possible sources of finance that might be available to the Parish Council to assist with meeting its policy objectives.
18. The RFO will affect all insurances and negotiate claims on the Council's insurers.
19. The RFO will keep a record of all insurances and ensure that this is reviewed annually by the Council.
20. To maintain the Parish Council Asset Register and ensure it is updated as required.
21. To clerk meetings of the SEPC Finance and Governance Committee.
22. To attend, when required meeting of the Parish Council.

## **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 and where necessary bring such items to the attention 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.

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## **Employee benefits**

Sherburn in Elmet Council is a member of the Nest Pension Scheme, the post holder will be provided with the opportunity to opt out of this scheme.

The post holder will also be entitled to travel and subsistence allowance when appropriate at the National Joint Council rate.

The post is for up to 20 hours per week, but the times of work can be agreed according to the individual, given the need for evening work for committee meetings. Flexible working is encouraged subject to organisational requirements. The Council aims to be a family friendly employer.

## **Annual Leave**

Annual leave entitlement is 21 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.