

## **Job Description**

### **Responsible Financial Officer**

The Responsible Financial Officer of the council is under a statutory duty to carry out all the financial functions for the council.

#### **Specific Responsibilities**

As the Responsible Financial Officer (RFO) the job holder will:

- Carry out all the statutory functions, ensuring the implementation of, and compliance with the council's financial regulations.
- Ensure that such information as directed by the council is available in a timely manner.
- Be responsible for advising the council on the adequacy of, and changes to, its Financial Regulations. This shall include all internal controls and procedures to manage financial risk.
- Ensure that an annual financial risk assessment is undertaken, documented and submitted to the council.
- Ensure that there are procedures in place to record all financial transactions, income and expenditure together with assets and liabilities.
- Ensure that there are procedures in place to ensure the correct and timely payment or receipt of invoices.
- Be responsible for the production of the council's year end accounts and the Annual Return as required by law.
- Ensure that the independent internal auditors report is submitted to the council or committee upon receipt, and produce recommended changes to procedures and Financial Regulations as necessary.
- Ensure that the council's bank accounts are monitored and reconciled in accordance with the Council's Financial Regulations.
- To monitor the Council's cash flow and advise the council or committee(s) of recommended actions.
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- Be responsible for the production and distribution of regular management accounts as directed by the council or committee(s). Monitor and explain any variance between budgeted items and actual cost.
- Be responsible for co-ordinating the council, committees, members and other officers in the production of the Council's annual budget.
- Advise the council or committee(s) as to the adequacy of its reserves having regard to the council's risk assessments.
- Advise the council or committee(s) as to the budget and cost of projects.
- Obtain quotes and estimates for goods and services as directed by the council or committee(s) ensuring that you declare any pecuniary interests in accordance with the 1972 Local Government Act.
- Ensure that all VAT (Value Added Tax) returns and other HMRC deductions are submitted correctly and on time.
- Be responsible for the production of the council payroll, payment of wages, salaries, and deductions, submission of data to HMRC or via the use of an approved outsourced supplier.
- To carry out other specific tasks and/or duties as directed by the council from time to time.

April 2020