

Hurst Green Parish Council Responsible Finance Officer

Job Description

Overall Responsibilities:

The Responsible Finance Officer will report to the Parish Clerk and is responsible for ensuring that the instructions of the Council in connection with Financial matters are carried out. The person appointed will be accountable to the Council for the effective management of finances and will report to them as and when required.

Specific Responsibilities:

1. To prepare and balance final accounts in accordance with regulations.
2. To maintain accounts and records with regard to internal and external scrutiny as part of the audit process in accordance with regulations.
3. In conjunction with the Parish Clerk and Committees to prepare estimates for budget settings.
4. To prepare precept for submission to the District Council and any breakdown requested by the required dates.
5. To prepare financial reports for the Council and Committees as and when required/requested.
6. To maintain cash book.
7. To record expenditure against budget.
8. To monitor Council receipts and payments, preparing a monthly report for Council meetings.
9. To prepare bank reconciliations.
10. To manage the banking arrangements and relationships of the Parish Council
11. To complete VAT returns and ensure that all eligible funds are recovered.
12. To maintain the risk and asset register, to manage insurance risk, to provide schedules for the internal auditor to review and make sure risks are up to date.
13. To manage payroll in conjunction with the Parish Clerk.

14. To provide financial support and advice as and when requested.
15. To attend Parish Council, Finance Committee meetings, budget setting Committee meetings and any other meetings held by the Parish Council that require advice on finance matters
16. To manage Petty Cash, if used.
17. To ensure that receivables are collected and recorded in a timely manner in accordance with the Councils finance policies..
18. To ensure that all liabilities are recorded and paid in a timely manner in accordance with the Councils finance policies
19. To liaise with the Clerk to ensure accounts and other relevant financial information is available on the website.
20. To attend training as and when required.
21. To continuously look for opportunities to improve the efficiency, controls and quality of the finance and accounting processes.
22. To complete any other reasonable tasks requested of you in connection with your role as RFO

Person Specification

Attribute Essential Desirable

1. Education/Qualification:

- 2 'A' Levels or equivalent
- Financial Qualification

2. Skills and Knowledge:

- Good skills and knowledge of Word, Excel spreadsheets and accounting Systems (knowledge of rialtas especially useful).
- Proven strong numerical skills
- Proven management of budgets/financial procedures
- Knowledge of preparing balance sheets, P&L and Statutory reporting

3. Previous Experience:

- Knowledge of local government roles of County/District/Parish Councils
- Managing a budget and financial systems
- Preparing management and statutory accounts

4. Attitudes and Disposition:

- Confident communicator
- Positive attitude
- Ability to prioritise workload.
- Ability to produce clear, concise and accurate information for meetings within timescales
- Approachable and adaptable
- Diplomatic
- Ability to work both proactively and independently whilst still maintaining the ability to be a "Team Player"

