**MARTLESHAM PARISH COUNCIL**

# JOB DESCRIPTION

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| **Job Title:** | **Responsible Financial Officer (RFO)** |
| **Responsible to:** | Clerk of the Council/Chief Officer  |

**Job Purpose:** To provide day-to-day financial management of the Martlesham Parish Council and the Martlesham Recreation Ground Charity under the direction of the Parish Clerk/Chief Officer. To manage the Council’s and Charity’s financial affairs within the legal framework for local authorities and charities respectively and to comply with current legislation, statements of recommended practice and accounting codes of practice. To ensure that the Council and the Charity comply with the Financial Regulations as approved from time to time by councillors.

When conducting duties, shown below, the RFO must take all reasonable steps to protect and promote the interests of the Council.

**Key Duties and Responsibilities:**

1. To manage and administer the Council’s financial affairs in accordance with the Accounts and Audit regulations 2015.

2. To manage and administer the Recreation Ground Trust’s financial affairs in accordance with Charity Commission guidelines.

3. To advise Members on matters relating to the budget, income, and expenditure. To include procedures, method, and protocol.

4. To effectively manage and monitor the Councils finances and to advise the Council on its financial strategy and policies, to include investment, cash flow and bank transfers.

5. To manage the preparation and issue of notices, agendas and minutes for the Finance & General Purposes Committee.

6. In conjunction with the Clerk/Chief officer, prepare and advise on the annual estimates of income and expenditure for preparation of the budget.

7. To provide Council with regular monitoring statements.

8. To review and ensure compliance with the Council’s Financial Regulations and recommend any necessary amendments to the Finance and General Purposes Committee or full Council. To attend such committee or other as may prove necessary.

9. To produce and publish the annual “Statement of Accounts” in accordance with the requirements of the Accounts and Audit Regulations 2015. To produce and publish the Annual Governance and Accountability Return (AGAR) in accordance with the *Governance and Accountability for Smaller Authorities in England – a Practitioners’ Guide to Proper Practices,* which is updated from time to time.

10. To manage all annual policy reviews.

11. To manage staff payroll and the Local Government Pension Scheme and ensure members are paid by the allotted time according to their contracts.

12. To complete all statutory and financial returns including PAYE, NI, VAT, Pension Scheme and Charity returns.

13. To manage risk and insurances, process insurance claims as necessary and maintain the assets register and report annually to the Finance and General Purposes Committee or full Council on insurance risk covered.

14. To carry out all necessary reports to the Council and its Committees for consideration.

15. To take responsibility for submission of quarterly VAT returns and to deal with VAT inspections.

16. To liaise with auditors, banks, HMRC.

17. To monitor debtors and collection of fees and charges.

18. To monitor creditors and all payments to suppliers within agreed timetable.

19. To undertake any other duties that may be required by the Clerk from time to time appropriate to the grade and designation of the post.

The RFO shall have due regard for confidentiality. In particular they shall not divulge or communicate (directly or indirectly) any matters concerning the practice, business or affairs of the Council unless:

* It is required by law;
* It is necessary in order to conduct their duties and the business of the Council.

At all times it is necessary to comply with the Council’s policies.