

## **RESPONSIBLE FINANCIAL OFFICER TO THE COUNCIL**

### **Overall Responsibilities**

To undertake the role of The Responsible Financial Officer within the meaning of the Accounts and Audit Regulations 2003 and to be responsible for all the financial records of the Council and careful administration of its finances. To work closely with the Town Clerk and Deputy Clerk

### **Specific Responsibilities**

To maintain and record the accounts of the council and prepare records for audit purposes and VAT, using the councils Omega accounting system, holding the account ready for scrutiny by councillors or the public with adequate notice.

To prepare the cheque run/BACS for signature and authorisation by the F&GP Committee

To attend F&GP meetings

Oversee automatic enrolment of pension procedure

Maintain the fixed asset list, with the Town Clerk, updating it regularly following inspections of the town's physical assets and after purchase and disposal of assets.

To reconcile the bank statements for each account monthly and for signature by the Town Clerk and Chairman of Finance and General Purposes.

To issue invoices on behalf of the Council for goods and services and to ensure payments is received and recorded (with assistance from the Deputy Clerk).

To continually review the balances in the various accounts and make the necessary adjustments to ensure the maximum interest is earned from banked deposits and that there is sufficient funds in the current account to meet current liabilities.

To work with the Clerk to complete the annual return.

To work closely with the F&GP committee and provide an Income and expenditure report against budget at each Town Council meeting.

To prepare the monthly payroll using Sage payroll with the Town Clerk and issue P60s at year end.

Reconcile HMRC Tax & NICS to be paid quarterly and file HMRC reports on line monthly

Point of contact for Berkshire Pension Fund. Ensure payments are made monthly.

Work with the Town Clerk to prepare the annual budget/precept for each committee.

Prepare an annual report for the Annual Town Meeting

Be a team player and help generally in the office, answering the phone and dealing with customers when necessary

Grade/Salary Range Scale LC2 Spinal Column Grade 19-24, 10-12 hours a week.