



## Job Description

**Job Title:** Responsible Financial Officer (RFO)

**Location:** Home-based with occasional working at Town Council offices.

**Reports To:** Town Clerk

**Grade:** SCP Salary Scale 25 -28 £35,235 and £37,938 (FTE). The actual salary paid will be dependent on experience.

**Hours of Work:** Part-time, 54 hours per month plus overtime when required

**Contract Type:** Permanent

A Local Government Pension Scheme will be offered.

### Main Purpose of the Role

To ensure effective financial management and compliance with statutory obligations, including adherence to the Accounts and Audit Regulations.

To manage the Council's financial administration, including budgeting, accounts, payroll, investments, and audits, ensuring sound financial control.

To provide accurate and timely financial advice and reports to the Town Clerk and Councillors.

### Key Responsibilities

#### Financial Management:

- Oversee the preparation, control, and monitoring of the Council's budget.
- Ensure compliance with VAT regulations and submit quarterly VAT returns.
- Maintain accurate financial records and produce monthly reconciliations.

#### Governance and Audit:

Manage the preparation of the Annual Governance and Accountability Return (AGAR).

Ensure effective risk management and compliance with Council policies.

Liaise with internal and external auditors to meet all statutory deadlines.

#### Payroll and HR:

Process payroll and ensure accurate records for taxation, pension contributions, and HMRC compliance.

Maintain records of timesheets, holidays, and expenses.

**Committee Support:**

Provide financial reports and advice for Council and committee meetings.

Attend relevant meetings as required, offering professional guidance on financial matters.

**Year-End Processes:**

Prepare and finalise year-end accounts, ensuring all data is accurate and compliant with regulations.

Create audit files and liaise with auditors to ensure smooth auditing processes.

**Cash Flow and Investments:**

Manage the Council's bank accounts, cash flow, and investment strategies.

Regularly reconcile all accounts and ensure optimal financial health for the Council.

**General Duties:**

Maintain effective relationships with the Council's bank, auditors, and other financial stakeholders.

Support the Town Clerk and contribute to the overall smooth functioning of the Council's operations.

Training can be provided.

## Person Specification

**Qualifications:**

**Essential:** Experience of accountancy or bookkeeping.

**Desirable:** Experience in local government finance or public sector financial management.

**Skills:**

- Excellent verbal and written communication skills.
- Advanced IT proficiency, including financial software and Microsoft Office.
- Strong analytical and organisational abilities.
- Ability to work accurately under pressure and meet deadlines.

**Knowledge & Experience:**

**Essential:** Experience in financial management, including budget preparation and auditing.

**Desirable:** Familiarity with local government practices and public sector financial regulations.

**Attributes:**

- High level of attention to detail and integrity.
- Strong team player with the ability to work independently.

- Commitment to professional development.