

Responsible Financial Officer

Job Summary

Windlesham Parish Council is seeking to recruit an enthusiastic and committed individual to join a small team supporting a large Parish Council.

As RFO the post holder will:

- Provide day to day management of Council finances adhering to the statements of recommended practice and accounting codes of practice, whilst ensuring legal compliance.
- Be responsible for ensuring that the Parish Council complies with the Financial Regulations as approved from time to time by councillors.
- Act as the Parish Council's "Responsible Finance Officer" (RFO) described in the Accounts and Audit Regulations 2003, section 2(2)(a) as: "the person who, by virtue of section 151 of the Local Government Act 1972, is responsible for the administration of the financial affairs of a relevant body or, if no person is so responsible, the person who is responsible for keeping the accounts of such a body".

Additionally, they will work as part of the team, supporting the Clerk and Assistant Clerk with the overall administrative function of the Council.

1. Duties & Responsibilities

- 1.1 **Year-end Processes:** To prepare the Parish Council's Annual Governance and Accountability Return (AGAR) in accordance with applicable legislation and guidelines. Within applicable time constraints, make the AGAR and supporting documents available to the Parish Council's External Auditors and to provide such working papers, explanations and information as the External Auditors may require carrying out the annual audit.
- 1.2 **Management Accounts:** To prepare monthly management accounts for presentation to the Parish Council, together with explanations of major variances. To complete monthly bank reconciliations of the accounts in accordance with the Parish Council's Financial Regulations.
- 1.3 **Annual Estimates:** To prepare revenue and capital estimates for the Parish Council and to make recommendations to the Parish Council for the budget and precept requirement for the following year. To prepare forecasts to support the development of a three-year rolling budget plan.
- 1.4 **Internal Control:** To review and monitor the Parish Council's systems and ensure that proper checks and controls are in place. To prepare the annual Statement of Internal Control and to seek the Parish Council's approval of such statement every year. To liaise with the Parish Council's internal auditor and provide access to working papers, explanations and information to allow the Internal Auditor to carry out their requirements.

- 1.5 **Risk Management:** To implement a system of risk management covering all aspects of the Parish Council's activities. To carry out an annual review of the Parish Council's risk management strategy.
- 1.6 **Other strategies:** To participate in the preparation of the other strategic reviews e.g., investment strategy, reserves strategy, etc. and to make recommendations.
- 1.7 **Pensions:** To monitor the LGPS and Stakeholder pension arrangements. To attend occasional seminars and training courses as required to keep knowledge up to date. To complete and submit annual pension returns within the required deadlines.
- 1.8 **VAT:** To complete periodic VAT returns on behalf of the Parish Council and to ensure receipt of any refund amounts claimed.
- 1.9 **Payroll:** To be up to date with payroll legislation and prepare monthly payroll and associated pension and HMRC payments. To complete pension and HMRC return requirements within deadlines.
- 1.10 **Utilities & Services:** To regularly carry out reviews of provision of service ensuring most cost-effective suppliers are in place to comply with the Parish Council's 'best value' principles.
- 1.11 **Meetings:** To attend appropriate meetings (normally evening) to provide financial advice.
- 1.12 **Asset Register:** To ensure that the Parish Council's Asset Register is maintained in a suitable manner to meet the Internal and External Auditor's requirements.
- 1.13 **Leases and Licences:** To ensure that a record of all the Parish Council's leases and licences are maintained in a suitable manner and are reviewed at appropriate times.
- 1.14 **Insurance:** To ensure the Parish Council maintains adequate insurance for all aspects of its business, and to obtain renewal quotations for presentation to the Parish Council for approval.
- 1.15 **Grants:** To prepare and submit grant applications as instructed by the Council.
- 1.16 **General:** To assist as a key member of the Parish Council's team with its overall performance management. This could involve undertaking different tasks at the request of the Parish Clerk.
- 1.17 **Other:** To be aware and compliant with the Parish Council's Health and Safety Policy and General Data Protection Regulations (GDPR) and Data Protection Policies.

2. General

- 2.1 To undertake such other relevant duties as may from time to time be required by the Clerk

3 Training

The postholder will be expected to undertake the following training, which will be provided by Windlesham Parish Council:

- 2.2 Training on council procedures
- 2.3 Any other training as appropriate to the role

4. Person Specification, Qualifications, and Experience

Key Criteria	Essential	Desirable
Education, qualifications and training	<p>A high standard of education – minimum requirement</p> <p>Maths and English GCSE’s or equivalent</p> <p>3 A’ Levels or equivalent</p> <p>Holding, or commitment to obtaining, the Financial Certificate in Local Council Administration (FiLCA) within 12 months of appointment</p>	<p>Recognised financial/accountancy qualification</p>
Competences (Knowledge, abilities, skills, experience)	<p>Proven experience of financial management</p> <p>Experience of running a payroll and corresponding actions in relation to pension provision and HMRC</p> <p>Highly organised and methodical</p> <p>Ability to provide information concisely and effectively both orally and in writing.</p> <p>Ability to be able to prioritise competing demands effectively, ensuring deadlines are met.</p> <p>Strong IT skills, including MS Office, 365 and MS Teams, or similar virtual working environment.</p> <p>Ability to research and identify relevant information and act on it in a timely manner</p>	<p>Experience of working in a financial capacity within the Local Government sector</p> <p>Working knowledge of the Rialtas Business Solutions (RBS) accounting software package</p> <p>Experience of analysing and communicating complex information in order to produce clear and accurate reports</p> <p>Knowledge of tracking the financial aspects of a project</p> <p>Experience of successful grant application awards</p> <p>Experience of asset management</p> <p>Experience of financial risk management</p>

	<p>Ability to work effectively alone with minimal supervision</p> <p>Confident in abilities to build key relationships</p>	
Other requirements	<p>A high degree of personal integrity, tact and sensitivity</p> <p>Commitment to delivery through a team-based approach</p> <p>Willingness to attend evening meetings when required.</p> <p>Commitment to undertake training and take responsibility for own continued professional development</p>	

5. Additional Information

- 5.1. 12 hours per week.
- 5.2. It is essential that the post holder holds a current UK driving licence and has access to a vehicle.
- 5.3. Salary on the Local Government Pay Scale LC2, SCP 30-32, Actual Part Time Salary £11,775-12,418 dependent on experience. (FTE £36,298 - £38,296)