

Model Job Description:

**Responsible Finance Officer (RFO)**

The RFO will be responsible for all the financial records of the Council and the careful administration of its finances. The RFO will be expected to;

- Keep a record of the council's payments and income.
- Reconcile and balance the Council's accounts regularly.
- Ensure bank accounts are reconciled with the council's accounts on a monthly basis.
- Receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are authorised correctly.
- To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- Monitor and report income and expenditure against budget.
- Manage the council's payroll, including making payments to HMRC for PAYE and National Insurance.
- Prepare VAT returns.
- Prepare, in conjunction with councilors and the clerk, the annual budget and precept request.
- Produce year-end accounts to be presented to the council.
- Prepare the annual return, and present to council.
- Prepare all necessary accounts and documents to be sent to the internal and external auditors.
- Ensure statutory notices relating to the accounts and audit are prepared and made public as required.
- Ensure the council reviews the effectiveness of internal audit and internal controls on annually.
- Ensure that the council's risk management is sound.