



**PATCHWAY TOWN COUNCIL**  
Callicroft House, Patchway, Bristol, BS34 5DQ  
[www.patchwaytowncouncil.gov.uk](http://www.patchwaytowncouncil.gov.uk)

## **RESPONSIBLE FINANCE OFFICER**

### **Key Terms**

<b>Job Title:</b>	Responsible Finance Officer
<b>Responsible to:</b>	Town Clerk and Finance Committee.
<b>Responsible for:</b>	The financial management of the Town Council.
<b>Employment Status:</b>	Fixed Term (6 – 12 months) - Part time – 15 hours per week. One evening meeting per quarter.
<b>Salary scale:</b>	NJC Scale Point 24 – 28 (£33,024 – 36,648 per annum) depending on qualifications and experience (pro-rata).

### **Purpose of the Post:**

1. To occupy the position of Responsible Financial Officer under S151 of the Local Government Act 1972 and act as the principal adviser on financial matters.
2. To assist the Clerk to the Council in the effective and proper management and control of the Council's financial affairs including:-
  - maintaining an overview of the Council's budgets
  - ensuring the Council's financial viability
  - ensuring that proper financial records and procedures are maintained
  - providing all aspects of insurance
  - ensuring that the Council complies with all requirements of Internal and External Audit
  - financial reporting to the Council and Committees.

### **Main Duties and Responsibilities:**

#### **(a) Administration of Financial Affairs**

1. To carry out all the functions required by law of a local authority's Responsible Financial Officer and in particular ensure that Financial Regulations are correctly observed, implemented and recommend revisions where necessary.
2. To be the Council's principal adviser on matters of financial management.
3. To manage and monitor the Council's budget expenditure and income and provide Council and Committees with regular reports under each heading in the approved annual revenue and capital budgets.

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4. To help the Clerk to the Council in advising the Council on its financial forward plan, strategy and policies and producing a rolling business plan.
5. To produce the draft annual budget, annual statement of accounts and trading accounts for approval by the Clerk to the Council.
6. To advise on and prepare the detailed draft annual budget estimates of income and expenditure for revenue services, the capital budget programme and annual precept proposals.
7. To maintain all relevant financial records of the Council.
8. To ensure that adequate financial security and internal financial and accounting controls are in place and periodically reviewed and the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
9. To ensure that appropriate financial risk assessments are undertaken and relevant internal controls implemented to avoid bribery and corruption whilst ensuring that the Council gets best value for money on new contracts.
10. To ensure that appropriate and adequate insurances are maintained for the Council and claims are processed.
11. To compile and maintain the Council's asset register, annual equipment inventory and terrier of Council property.
12. To work closely with, supply information and complete returns to internal and external audit and ensure that Management Reports are reported to the Council and the statutory external audit requirements are completed each year.
13. To assist the Clerk to the Council in ensuring financial compliance with Financial Regulations and Standing Orders and recommend any necessary amendments to the Clerk to the Council.
14. To assist the Clerk to the Council and/or prepare for approval the statutory external audit requirements for records, returns and public notices for the annual audit.
15. To make arrangements for the opportunity for inspection of the Council's financial records in accordance with the Audit Commission Act 1998 and the Accounts and Audit Regulations 2004.

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16. To liaise with and bring to the attention of the Clerk to the Council and Councillors any correspondence or report of the Internal or External Auditors and detail any action to be taken as appropriate.
17. To report any challenge on the accounts to the Clerk to the Council and the relevant Councillors.
18. To advise and assist on the raising of funds by way of grants and sponsorship etc.
19. To ensure that all surplus Council funds are invested securely and to maximise income.
20. To ensure that the Council's obligations for risk assessment are properly met, to assess the financial risks faced by the Council and assist the Clerk to the Council in compiling and maintaining an accurate risk register.
21. To produce any financial management information and reports required by the Clerk to the Council for the Council or its' Committees.
22. To maintain records relating to the procurement of goods and services and ensure sufficient internal controls are implemented to avoid bribery and corruption.
23. To ensure that the requirements of the Bribery Act are complied with.

### **(b) Accounts**

1. To process all purchase invoices for payment to suppliers including computer recording, preparing cheques for signature and final ratification of invoices.
2. To prepare and issue invoices on behalf of the Council for goods and services and ensure that payment is received.
3. To record all payments made to the Council, issue any necessary receipts, receive and bank all income received and investigate and deal with any queries.
4. To maintain and administer the payroll accurately and legally and monitor all salaries/wages PAYE, NI, expenses and pension payments and records to ensure the payroll and banking procedures are correct and staff wages and salaries are paid on time.
5. To complete all necessary Revenue and Customs, VAT, SSP and pension financial returns and make payments on time.
6. To maintain all necessary records in connection with the above.

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7. To carry out bank reconciliations as required.
8. To maintain and balance petty cash and postage accounts and maintain all associated records of purchases.
9. To arrange collection of relevant rents or charges for Council services and facilities.
10. To ensure that appropriate payroll and financial IT systems are in place and operated securely.
11. To prepare reports for submission to the relevant Committee of the Council.

### **(c) General**

1. To deputise for the Clerk to the Council on all aspects of the Council's business as required by the Council.
2. To attend, report and make presentations to any necessary meetings of the Council or its Committees, Sub-committees and Working Parties.
3. To undertake all relevant correspondence in connection with the responsibilities of the post.
4. To attend conferences, seminars and training courses associated with the work and role of Responsible Financial Officer as required and authorised by the Council.
5. To undertake such other duties commensurate with the level of the post and job purpose as required by the Clerk to the Council from time to time.

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