

### **Section 13 - RESPONSIBLE FINANCE OFFICER**

A responsible finance officer (RFO) must be appointed by each local council in accordance with Local Government Act 1972 section 151. The following is a comprehensive list of suggested duties which local councils may wish to consider adopting as part of a Job Description.

1. To prepare financial reports of the Council covering budget monitoring, fund balances, receipts and payments to date, payroll summary, payment of accounts and other relevant current matters.
2. To prepare draft estimates which, when approved, will form the annual budget for the year, and to report thereon as necessary.
3. To submit the Precept to the District Council/Unitary Authority at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
4. To bank regularly (daily if necessary) all money received by the Council.
5. To attend all meetings of the Council and all meetings of its committees and sub-committees as required.
6. To ensure that all money due to the Council is billed and collected promptly.
7. To identify the duties of all officers dealing with financial matters and to ensure, wherever possible, the segregation of duties of officers, thus facilitating as much internal control as possible. If officers are not appropriate for such internal control, then to involve members in the internal control systems wherever possible.
8. To manage the cash flow and to control investments and bank transfers.
9. To control payments made by cheque, BACS and Direct Debit payments.
10. To take overall responsibility for the management of the payroll, ensuring prompt and proper payment of any deductions for Income Tax, National Insurance. Pension fund or superannuation fund contributions for the Clerk overall responsibility a nominated Councillor.
11. To take overall responsibility for the prompt submission of VAT Return Forms or repayment claims.
12. To verify, analyse for accounts purposes, and to authorise suppliers' invoices for recommendation for payment.
13. To prepare Finance Statements for each financial year for Councillors and the public.
14. To prepare the Accounts and the Annual Return for the Council each year and to submit them to Council for approval and to the external Auditor when required.
15. To arrange for appropriate Internal Audit in accordance with proper practices and the Councils Financial Regulations.
16. To monitor compliance with the Councils Financial Regulations.
17. To produce in conjunction with Council a 3 – 5 year forward financial forecast.
18. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
19. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
20. To embrace the role of Data Controller to ensure compliance under GDPR.
21. Day to day running of Evercreech Cemetery on behalf of Evercreech Parish Council