

Kingsclere Parish Council



Job Description– Responsible Financial Officer

Specification?

Job Title: Responsible Financial Officer (Proper Officer)

Responsible to: Kingsclere Parish Council

A Permanent, Part Time and Flexible Role

Hours per week (minimum half in the office or this can go in the advert or both)

Job Purpose

- Oversee and manage the Council's finances effectively, ensuring compliance with statutory requirements and proper practices.
- Develop and manage policy strategy and operations across the Council's provision by working with elected council members, external bodies and staff.
- To carry out functions required by law of a local authorities Proper Officer and to issue all statutory notifications.
- To provide inspirational leadership to the Parish Council
- To seek opportunities to develop the Council's services and facilities to meet the needs of the local community in co-ordination with the other Proper Officers.

Main Duties and Responsibilities

Financial Management – Using AdvantEDGE Software

- Maintain accurate records of the Council's payments and income in accordance with proper practices.
- Reconcile and balance Council accounts regularly.
- Process, verify, and report invoices for goods and services, ensuring correct authorisation and compliance.
- Prepare monthly financial reports for Council information and approval
- Ensure all spending is pre-approved where possible and / or compliant with Council Policies
- Certify the receipt and completion of contracted work or services.
- Issue invoices on behalf of the Council and follow up on payments. To include the Allotments, Leases and Cemetery.
- Monitor income and expenditure against budget, providing regular updates.
- Manage salaries and all associated payments, including HMRC Basic Tools, National Insurance and Pension contributions.
- Manage all aspects of Banking arrangements – including but not limited to - signatories, interest, bank mandates, Cllr access / training and ensure banking procedures comply with policy.
- Prepare and submit VAT returns in a timely manner.
- Prepare and manage the annual budget and precept request in collaboration with Councillors and the Clerk to the Council.
- Produce year-end accounts (AGAR) for Council approval.
- Ensure public inspection opportunities for accounts are appropriately arranged.

- Oversee S106 and CIL income and expenditure
- Produce Reports for Annual Meetings in line with Standings Orders
- Awareness of Powers available to the Council regarding Expenditure
- Coordinate the preparation and compliance of documentation for internal and external audits
- Enrolment and management of Staff Pension Schemes
- Manage Time Sheets, Holiday and SSP Payments in liaison with Clerk to the Council
- Manage Grant Awards and ensure relevant Councils Powers to grant are applied.
- To proactively seek and secure external funding, and build partnerships and relationships to support and develop the Council's services
- Complete and comply with Financial Risk Assessment

Contracts, Assets, and Value

- Maintain the asset register and associated maintenance records.
- Manage tenders and quotes, ensuring transparency in procurement decisions.
- Ensure the Council achieves best value in utilities and services procurement, alongside managing the ongoing Utility Accounts.
- Keep accurate and up-to-date financial control measures.
- Management of Councils Insurance Policy and Claims

Reporting and Advisory

- Regularly report on the Council's financial position, income, and expenditure.
- Advise the Council on financial policies and compliance with relevant legal requirements.

Administrative Duties

- To assist the Clerk in ensuring the effective implementation of Council's lawful decisions, policies and projects.
- To prepare with the Clerk agendas, minutes and relevant paperwork for meetings of the Council, its committees, sub-Committees, to ensure all are prepared for approval
- Safeguard and manage Council income, ensuring compliance with insurance and financial protocols.
- Ensure statutory financial notices are prepared and publicly displayed as required.
- Assist in administration of amendments to Staffing Contracts and Job Specifications
- Assist with administrative tasks and essential duties in collaboration with the Clerk.
- Assist in providing help / cover for the Clerk during long period of absence
- Application of Grant Applications for projects
- Assist in the update and creation of existing and new Council Policies where required.
- Ensure up to date on SLCC / NALC / Local Government Policies
- Assist in the management and running of the Council Leases
- Completion of FiLCA within 2 years of employment
- Ensure compliance with Joint Panel on Accountability and Governance (JPAG) this would include the new Assertion 10 requirements

Digital Communication

- Update the Council's website and social media platforms to maintain clear and current public communication particularly regarding accounting and financial published documents.

Other Responsibilities

- Join the SLCC – Society of Local Council Clerks (paid for by KPC)
- Adhere to health, safety, and welfare policies, ensuring the safety of yourself and others.
- Demonstrate commitment to equality, diversity, and inclusivity in service delivery and workplace conduct.
- Comply with all Council policies and procedures.
- Attend relevant training to remain informed about best practices and legal obligations.
- Take on other duties that align with the job description's spirit and purpose.

Job Review

This job description will be reviewed annually during staff performance appraisals and updated as necessary to reflect changing responsibilities and priorities.

This job description is not exhaustive but is intended as a guide to the principal duties and responsibilities of the post. Post holders may be asked to undertake other duties and responsibilities commensurate with the level of the post. It will be subject to periodic review within the scope and general level of responsibility attached to the post.