

OLD BASING & LYCHPIT PARISH COUNCIL



JOB DESCRIPTION – FINANCE OFFICER

This is a contractor role reporting to the Clerk/Responsible Financial Officer (RFO)

OVERALL RESPONSIBILITIES

The overall responsibility of the Finance Officer is to maintain the proper financial records of the Parish Council and to prudently manage and administer its finances using the Council's approved accountancy software (currently SAGE) in accordance with the attached Task List and specifically:

1. To maintain an adequate system of accounting to define at any time the current income and expenditure of the Council and the Council's assets and liabilities.
2. To reconcile on at least a monthly basis the balances shown by the accounts and bank statements for all bank accounts held by the Council.
3. To report to the Council and/or its Finance & Resources Committee on the monitoring of actual income and expenditure against budgets set by the Council by way of the Quarterly Management Accounts.
4. To maintain appropriate VAT records and to make proper Returns to and/or Re-claims of VAT.
5. To prepare the Annual Governance & Accountability Return (AGAR) for approval by the Council.
6. To meet the Council's statutory obligations for annual internal and external audit of the Council's accounts in conjunction with the Clerk/RFO and liaison with the Internal Auditor as required.
7. To liaise with the Clerk/RFO in preparing and updating a 3 year rolling plan.
8. To liaise with the Clerk/RFO in preparing a draft annual Budget and Precept proposal for consideration and approval by the Finance & Resources Committee and ratification by full Council in accordance with the prescribed timetable to facilitate the adoption of agreed budgets and related precept at latest by 6th January in each year for the following fiscal year.
9. To maintain records for, and present forecasts of, future movements of funds within the Earmarked Reserves, to facilitate setting future budgets and precepts in accordance with the 3 year rolling plan.

10. At all times to liaise with the Clerk/RFO and, as required, the Internal Auditor to ensure the correct and accurate management of the accounts and provision of financial information to the Parish Council and its committees.
11. To attend and report to Finance & Resources Committee Meetings and Quarterly full Council Meetings as required.