OLD BASING & LYCHPIT PARISH COUNCIL

TASK LIST – FINANCE OFFICER

WEEKLY:

- Post payments and receipts to SAGE
- Reconcile receipts and payments in SAGE with bank statements

MONTHLY:

- Attend full Parish Council meeting (if required) to answer any queries relating to finance that may arise on the agenda

MONTH END PROCESSING:

- Reconcile all bank account balances in SAGE to bank statements
- Reconcile Petty Cash to SAGE
- Carry out month-end process in SAGE and roll data into the following month

QUARTERLY:

- Calculate and submit quarterly VAT return using SAGE
- Prepare Quarter's Management Accounts for discussion with the Clerk/RFO and Chairman
- Present, if required, the Management Accounts at the next full Parish Council meeting
- Prepare all documentation for inspection by the Internal Auditor – usually after the 2nd, 3rd and 4th quarters

ANNUALLY:

- Prepare the 4th Quarter (Year End) Management Accounts and the statutory AGAR form for inspection by the Internal Auditor and, together with the Clerk/RFO submit to the External Auditor in accordance with specified guidelines

AD-HOC TASKS:

- Attend and report at Finance & Resources Committee Meetings (if required), updating Councillors on year to date results and possible impact on the budgeted year end surplus/deficit
- Prepare detailed budget for the following financial year, reflecting the level of precept required to balance the books, taking into account any Capital Expenditure plans put forward by the Parish Council or its Committees within the 3 year rolling plan.

- At the end of each month monitor cash held in the current and deposit bank accounts, ensuring sufficient cash is readily available to cover any planned capital expenditure in the next or subsequent months.
- Provide assistance with evaluating any proposed income or expenditure projects and financial data to assist grant applications
- Be prepared to explain to Councillors the financial implications of any scheme they may propose, understanding that these are public funds.