



## **Responsible Financial Officer**

### **Job Description**

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| <b>Job Title:</b>      | Responsible Financial Officer                                                                                                                                                                                                                                                             |
| <b>Accountable To:</b> | Birchwood Town Council                                                                                                                                                                                                                                                                    |
| <b>Location:</b>       | Birchwood Town Council Offices, Birchwood, Warrington, WA3 6AN                                                                                                                                                                                                                            |
| <b>Salary:</b>         | NJC SCP 23, £18.44 per hour                                                                                                                                                                                                                                                               |
| <b>Hours:</b>          | 16 hours per week, worked flexibly. The majority of hours will be worked at the Birchwood Town Council Offices between 8:00am and 4:00pm; however, attendance at monthly Full Council meetings and other council meetings, which may take place outside normal office hours, is required. |

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### **Job Purpose**

To act as the Town Council's "Responsible Financial Officer" (RFO as "the person who, by virtue of section 151 of the Local Government Act 1972, is responsible for the administration of the financial affairs of Birchwood Town Council and ensuring that accurate financial records are maintained in line with legal and regulatory requirements.

Working closely with the Town Clerk, the RFO will prepare budgets, accounts, financial reports and statutory returns, while providing financial advice to support the Council's decision-making. The RFO will help ensure that the Council's finances and assets are managed effectively, responsibly and in accordance with Council policies and procedures.

As part of a small team, the RFO will also support the Clerk and assist with other Council duties as required.

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## **Specific Duties and Responsibilities**

### **Financial Management & Compliance**

- Maintain and administer the Council's accounting software, ensuring all income and expenditure is accurately recorded and that financial records are kept up to date in accordance with statutory and audit requirements.
- Prepare annual accounts and coordinate internal and external audits.
- Ensure compliance with Accounts and Audit Regulations and proper accounting practices, including SAPPP guidance.
- Prepare quarterly management accounts and variance reports.
- Lead preparation and monitoring of the annual budget and precept.
- Submit VAT returns and oversee the Council's investment strategy.
- Prepare and submit the Annual Governance and Accountability Return (AGAR).
- Review suppliers and contracts to ensure value for money.
- Issue invoices and manage debt recovery processes.

### **Payroll & Pensions**

- Liaise with the external payroll provider to process salaries, PAYE, NI and pension contributions.
- Monitor pension returns and ensure compliance with relevant regulations and pay awards.

### **Asset, Insurance & Risk Management**

- Maintain and review the Asset Register, leases, licenses and insurance policies.
- Oversee asset inspections and ensure compliance with health and safety legislation.
- Manage maintenance contracts and procurement processes in accordance with the Procurement Act 2023.

### **Governance & Advisory Support**

- Advise Councillors on financial regulations, governance matters and legislative updates.
- Develop and maintain financial policies and procedures.
- Attend Town Council meetings (normally one evening per month).

### **General Duties**

- Work collaboratively as part of a small team.
- Undertake additional duties commensurate with the role as required.
- Participate in training and professional development opportunities