

# SWINESHEAD PARISH COUNCIL



## Parish Council Office

1 & 2 North End | Swineshead | PE20 3LR

**Chairman** | Councillor Carl Gibbard

**Clerk** | Victoria Clark

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## RESPONSIBLE FINANCIAL OFFICER (RFO) JOB DESCRIPTION

In accordance with Section 151 of the **Local Government Act 1972**, every local council must appoint a **Responsible Financial Officer (RFO)**. At Swineshead Parish Council, the **Clerk serves as the RFO**, responsible for managing all financial records and ensuring the careful administration of the Council's finances.

### Key Responsibilities:

#### 1. Financial Reporting & Budgeting

- Prepare financial reports, including budget monitoring, fund balances, receipts, payments, payroll summaries, and outstanding accounts.
- Draft annual budget estimates for Council approval and provide necessary financial reports.

#### 2. Precept

- Submit the annual precept request to the Borough Council within required deadlines.

#### 3. Banking & Income Management

- Regularly bank all Council income.
- Ensure timely invoicing and collection of all monies due to the Council.

#### 4. Internal Controls & Financial Management

- Implement and maintain strong financial controls, involving members where necessary.
- Manage cash flow, bank transfers, and Council investments.
- Administer online banking and, when necessary, issue cheques.

#### 5. Payroll & VAT

- Oversee payroll, which is managed by an external provider, ensuring accurate and timely payments.
- Ensure correct deductions and remittances for Income Tax, National Insurance, and pension contributions.
- Submit VAT returns and repayment claims promptly.

#### 6. Payments & Invoicing

- Process and authorize invoices for goods and services purchased by the Council.
- Issue invoices for Council services and ensure timely payment collection.

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## 7. Annual Accounts & Audits

- Prepare annual financial statements and accounts for councillors and the public.
- Prepare and submit the Annual Return and financial accounts to the Council and external auditor.
- Arrange and oversee Internal Audit in compliance with Financial Regulations.

## 8. Risk Management & Insurance

- Identify and manage financial risks faced by the Council.
- Ensure the Council has appropriate insurance, including **Employer's Liability**

## 9. Asset Management

- Maintain and update the **Council's Asset Register**.