

## **JOB DESCRIPTION: RESPONSIBLE FINANCE OFFICER**

### Overall Responsibilities

The Responsible Financial Officer (RFO) will be responsible for all financial records of the Council and for the careful administration of its finances.

### Specific Responsibilities

1. To monitor and balance the Council's accounts and prepare records for audit purposes and VAT, and to present regular reports to Council at its normal bi-monthly meetings and also quarterly.
2. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
3. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
4. To monitor and reconcile statements of the Council's Bank Accounts and to manage the Council's relationship with its Bankers.
5. To prepare working papers and submit recommendations regarding budgeted income and expenditure in support of the Council's future Precept requirements.
6. To manage and expedite approved disbursements from the Council's Petty Cash account.

### Ancilliary Responsibilities

1. To provide support for the Clerk as required regarding distribution of official notices and other publications on the Council's Public physical Noticeboards in Morton-on-Swale and also on the Council's website and Facebook pages.
2. To administer the Council's Facebook page with respect to the authorisation of new members, authorisation of requested member posts and other tasks as required and as necessary to ensure the continued integrity of the contents of that page.