**SOUTH WITHAM PARISH COUNCIL**

**JOB DESCRIPTION - RESPONSIBLE FINANCIAL OFFICER**

1. To prepare financial reports of the Council covering budget monitoring, fund balances, receipts and payments to date, payroll summary, payment of accounts and other relevant current matters.
2. To prepare the annual budget for the year, and to report thereon as necessary.
3. To submit the precept to the District Council/Unitary Authority at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
4. To manage the Council’s bank accounts and ensure that all money due to the Council such as rent / precept is billed and collected promptly.
5. To take overall responsibility for the management of the payroll, ensuring prompt and proper payment of any deductions for Income Tax, National Insurance and pension fund or superannuation fund contributions.
6. To take overall responsibility for the keeping of detailed vat records, with the collation / submission of VAT reclaims periodically but at least annually as a minimum.
7. To verify / analyse for accounts purposes, and pay suppliers’ invoices / make internal transfers as required on the Council’s online bank account. Ensuring that the manual bank ledger / paper records are kept in good order and retained as per LALC guidelines.

1. To prepare Financial Statements for each financial year for councillors and the public and to provide the Council with the financial position each month as part of the agenda/ finances produced for Councillors. Clerk to speak at monthly meetings to run through the current financial position and highlight any areas of concern.
2. To prepare the Accounts and the Annual Return for the Council and to submit them to Council for approval and to the External Auditor as required each year.
3. To arrange for appropriate Internal Audit in accordance with Financial Regulations.
4. To manage the risks faced by the Council and to recommend such insurance as is required or is mandatory (Employer’s Liability and Fiduciary Guarantee).
5. To maintain the Council’s asset register.