

# **Royal Wootton Bassett Town Council**

**ADOPTED BY COUNCIL**

**8<sup>th</sup> December 2016**

**Responsible Financial Officer  
Duties and responsibilities**

## **Royal Wootton Bassett Town Council**

### **Responsible Financial Officer**

#### **Duties and Responsibilities**

- 1 The Responsible Financial Officer (RFO), under the Policy direction of the Council, shall be responsible for the proper administration of the Council's Financial affairs in accordance with S151 of the Local Government Act 1972. Allowing that delegation to other members of staff is necessary, the Responsible Financial Officer's duties and responsibilities are as follows:
  - 1.1 Prepare Financial Reports for the Council and Committees as required. These reports will cover budget monitoring, fund balances, receipts, payroll, payments of accounts and other relevant financial matters.
  - 1.2 Prepare Draft Estimates which, when approved by the Council, will form the Annual Budget for monitoring and control purposes, as well as report on comparisons between actual and budgeted expenditure to appropriate committees and the Council.
  - 1.3 Submit the Precept to the billing authority.
  - 1.4 Control the banking of all money received and payments expended by the Council, manage cash flow and control investments and bank transfers.
  - 1.5 Ensure that all money due to the Council is invoiced, collected and banked promptly.
  - 1.6 Identify the duties of all officers responsible for financial transactions and ensure, as far as possible, the division of responsibilities of those officers to avoid potential conflict.
  - 1.7 Control and manage all payments by cheque, autopay, BACS, direct bank transfer, cash or Direct Debit.
  - 1.8 Undertake the overall management of payroll, including the Local Government Pension Scheme. Ensure the prompt payment of tax and national insurance payments at the correct times and ensure, where appropriate, the prompt payment of sums due to the Pension Authority.
  - 1.9 Ensure that VAT returns are submitted promptly and VAT inspections are dealt with in a proper and timely manner.

- 1.10 Ensure that all invoices for payment are allocated to the correct expenditure heads.
- 1.11 Ensure the production of final accounts and financial statements and report to the appropriate committee and Council in accordance with the Accounts and Audit Regulations and proper practices.
- 1.12 Ensure the production of accounts and records for external audit in accordance with the Accounts and Audit Regulations and proper practices.
- 1.13 Monitor compliance with the Council's Financial Regulations to ensure correct financial systems are in place and to ensure compliance with accounting requirements and legislation.
- 1.14 Manage insurance and other risks, process claims as necessary and report as appropriate to the Council or appropriate Committee.
- 1.15 Maintain the Council's register of property and assets as required by the Accounts and Audit Regulations and proper practices.
- 1.16 Assists the Council to ensure economy, efficiency and effectiveness in the use of its resources.