

JOB DESCRIPTION

POST	Responsible Financial Officer
LOCATION	Great Linford Parish Council, Great Linford House, Great Linford.
REPORTS TO	Parish Manager
HEAD OF OFFICE	Parish Manager
SCP grade	24-28 - £34,314 - 37,938 (Full time equivalent)
Hours	35 hours a week - which equates to £32,470 to £35,867.

1. PURPOSE OF JOB

As the Responsible Financial Officer, you will oversee the financial administration of Great Linford Parish Council in accordance with statutory requirements and recognised best practices. You will be responsible for determining the Council's accounting reports and financial control systems, ensuring accuracy, transparency, and compliance.

Key Responsibilities:

- Support the Parish Manager in the effective management and oversight of the Council's financial operations, including payroll.
- Directly manage the Finance Administrator, providing guidance and ensuring financial procedures are clearly understood and consistently followed across the organisation.
- Contribute to the smooth and efficient running of the Council office by actively participating as a member of the Officer Management Team.

2. SPECIFIC DUTIES & RESPONSIBILITIES

Finance and Governance	
1.	To act as the council's principal adviser on financial matters and to be responsible for the careful administration and financial management of the council's finances as required by law.
2.	To carry out the functions required by law of a local authorities RFO and ensure that the council's financial regulations are correctly observed, implemented and regularly reviewed and to recommend revisions where necessary.
3.	In relation to audit and risk, liaise with internal and external auditors, implement and review internal controls, risk management strategies and ensure transparency and accountability in financial operations including management of the risk register.
4.	Ensure the councils obligation for financial risk and insurance assessments and insurance and met.
5.	Review the Financial Regulations, Standing Orders, financial processes, General Data Protection Regulations and other legislative and governance regulations to ensure compliance.

6.	Own the procurement process, while managing the key stakeholders within the process, and other staff who are involved in the various parts of the overall procurement process from Purchase Request including tender / purchases and ending in contract agreement. This will include understanding of the contract delivery directly or with support from the Environment and Facilities Officer challenge delivery and contract completion. Monitor the purchase order (PO) systems, ensure any invoice complies with the PO, arrange for payments to be made by the appropriate parish council authority level and ensure they are within approved budget limits.
7.	Oversee by acting as the internal reconciler for the input, collation, and reconciliation of all financial transactions using appropriate systems and processes, ensuring timely and accurate financial reporting to the Council. Specifically ensure that all card payments are properly reconciled, remain within authorised limits, and comply with financial and procurement policies.
8.	Manage the input and output VAT elements on behalf of the council. Carry out the monthly VAT processes, report to HMRC and arrange for the necessary payment/claim. Have responsibility for the monitoring and balancing of the council's accounts and preparation for VAT.
9.	Liaise with the councils approved accountancy firm to determine the de minimis levels and future actions required.
10.	Process the monthly staff salary payments calculating gross payment including absence and statutory payments. Manage the staff holiday entitlement. Liaise with the Payroll provider regarding all elements of staff salaries. Liaise with staff on queries about salaries.
11.	Manage the asset register monthly to include new provisions, record disposal of old or damaged items and all those involved in the purchase and checking of such items. Function as the oversight officer for the management of equipment inventory.
12.	Actively working with the Environment and Facilities Officer the RFO will review and amend the asset maintenance schedule to ensure that the short to long term finance implications is noted and Council is informed. Using the agreed schedule of works the RFO will monitor work specifications, quotations, completion and payments and challenge contract breaches.
13.	Manage the new contract process from setting up supplier payment details, secure necessary supplier management information and insurance details, schedule review periods and end of contract deadlines to ensure the tender / renewal process is carried out in a timely manner.
14.	Monitor and review the booking process for all hiring transactions and ensure staff are completing the end-to-end process effectively.
15.	Provide office admin support as and when required to ensure the smooth running of the office and the parish council activities.
16.	Ensure compliance with Accounts and Audit Regulations and Financial Regulations. Through the preparation and submission of the Annual Governance and Accountability Return. (AGAR). Liaising with internal auditors, external auditors and council's accountants in terms of reports,

	correspondence and information.
17.	Prepare the detailed annual budget and precept recommendation for submission to the Finance Governance & Asset Committee and ultimately the Council. Liaise with necessary Committees working groups and Project Leads regarding budgetary implications.
18.	Manage and monitor the councils budget expenditure and income, providing monthly finance reports and quarterly performance against budget reviews and recommendations. Where required review and challenge any expenditure that falls outside approved guidelines or policy frameworks.
19.	Using the financial records, asset maintenance schedule, long term project costs and financial viability reports provide the Medium-Term Forecast financial plan, strategy and policy for the Finance Governance and Asset Committee. Support the Parish Manager in communications and recommendations to Council.
20.	Manage, monitor and make recommendations regarding reserves, investment strategy or transactions to ensure value for money.
21.	Proactively provide financial reports and information for all projects set by Council
22.	Act as the Clerk in its entirety for the Finance Governance and Asset Committee which will require agenda creation, minute taking and producing supporting additional reports.
23.	Be flexible with working patterns to ensure that required evening meetings can be attended as Clerk or as an Officer of the council
Management	
24.	Provide operational management for the Finance Admin which will include day to day management, workplan management, training and identify training requirements as well as identifying training course and development needs
25.	Be a proactive member of the officer's management team.
26.	Assist with the development of procedures, working conditions HR policies and guidance for all council employees, including payroll, sickness, absence and holidays, and all financial transactions.
27.	Assist with the required research analyses (policy finance core resource implications) and report to the Parish Manager and the FGA / Council.

28. Relationships

- a. Report directly to the Parish Manager
- b. Have appraisal and performance reviewed by the Parish Manager
- c. Be a member of the Finance Governance and Asset Committee
- d. Have day to day operational management responsibility for the Finance Admin
- e. Work with other office staff, hirers and suppliers.
- f. Liaising with the Chair of Finance Governance and Asset Committee, Parish Manager, working groups and internal auditor as necessary.
- g. Contribute proactively as a key member of the Officer Management Team.

	Essential	Desirable	Evidence
Experience	• Proven experience in financial management and administration. • Experience preparing budgets, financial reports, and managing audits. • Experience managing payroll and VAT processes. • Experience working with financial software and systems. • Experience of staff management • Experience of providing operational oversight.	• Experience working in a local authority or parish council setting. • Experience in procurement and contract lifecycle management. • Experience in committee servicing (e.g., agenda creation, minute taking).	Previous job positions CV or interview
Qualifications	• Professional qualification in finance or accounting (e.g., AAT, ACCA, CIPFA, or equivalent). • Evidence of continuing professional development in financial management.	• Qualification or training in local government finance or public sector accounting. • Training in procurement or contract management. • CILCA or the Finance equivalent such as FILCA Financial introduction to Local Council Administration. • If not held already, the successful candidate would be expected to work towards attaining a CILCA or FILCA within an agreed timescale.	Certification Training record
Skills and Knowledge	• A working knowledge of current IT and computer systems (such as Microsoft Word, Access, Excel) • Strong understanding of financial regulations, governance, and audit requirements. • Ability to manage financial risk, insurance, and asset registers. • Proficiency in preparing	• Knowledge of local government legislation and procedures. • Understanding of HR-related financial processes (e.g., payroll, absence, holiday entitlement). • Familiarity with procurement processes and supplier management.	CV Job experience Interview

	Essential	Desirable	Evidence
	and interpreting financial reports and forecasts. • Knowledge of Accounts and Audit Regulations and AGAR. • Excellent IT skills, particularly in financial systems and spreadsheets. • Ability to reconcile accounts and manage financial controls.		
Personal Effectiveness	• High level of accuracy and attention to detail. • Strong organisational and time management skills. • Ability to work independently and as part of a team. • Excellent communication and interpersonal skills. • Proactive approach to problem-solving and continuous improvement. • Ability to handle confidential information with discretion.	• Ability to contribute to strategic planning and policy development. • Confidence in liaising with auditors, committees, and external stakeholders.	Interview examples