

JOB DESCRIPTION – RESPONSIBLE FINANCE OFFICER

Job Title: Responsible Finance Officer

Council: Broughton & Milton Keynes Parish Council

Reports to: Parish Manager

Location: Broughton & Milton Keynes Parish Council, 139 Tanfield Lane, Broughton, Milton Keynes, with hybrid working subject to service requirements

Hours: Part-time, 22 hours per week. Working pattern to be agreed and flexed to meet service needs.

Salary Scale: SCP24 based on the Greenbook PayScale. £35,412 Pro rata

Job Purpose

- To support the Parish Manager in the effective administration, control and reporting of the Council's finances.
- To ensure that all financial activity is carried out in accordance with the Council's Financial Regulations, Standing Orders, proper accounting practices and all relevant legislation.
- To provide timely, accurate and understandable financial information to councillors and officers to support sound decision-making, transparency and stewardship of public funds.

Key Responsibilities

Financial Administration

- Maintain accurate, complete and up-to-date financial records for all Council transactions.
- Process income and expenditure promptly and in a controlled manner.
- Reconcile bank accounts, control accounts and other financial records regularly, including monthly bank reconciliations.
- Ensure financial transactions are correctly authorised and supported by appropriate documentation.
- Maintain records sufficient for audit, inspection and public accountability.
- Maintain bank mandates and ensure signatory records are kept up to date when staff or councillors change.
- Submit the annual VAT claim to HMRC, where applicable.
- Staff payroll.

Budgeting and Financial Reporting

- Assist in the preparation of the annual budget and precept recommendation.

- Monitor income and expenditure against budget throughout the year and highlight variances, reserves and financial risks.
- Prepare regular financial reports for the Parish Manager, committees and Full Council.
- Support long-term financial planning, forecasting and cashflow management.
- Provide financial advice to the Parish Manager and councillors within the scope of the role.

Payments, Income and Cash Control

- Process invoices, supplier payments, refunds and other outgoing payments in line with financial procedures.
- Prepare bi-monthly payment runs and monthly payroll information and liaise with the payroll provider as required.
- Monitor incoming payments, grants and other income streams and follow up outstanding debts.
- Maintain controls over banking, direct debits, standing orders and card transactions where applicable.
- Raise invoices and chase payments for hirers and other debtors.
- Administer deposits for allotments, bookings and other refundable items.

Year-End, Audit and Compliance

- Prepare year-end accounts and supporting working papers.
- Assist with the Annual Governance and Accountability Return and related audit requirements.
- Liaise with internal and external auditors and provide records as required.
- Ensure compliance with financial regulations, Standing Orders, statutory reporting requirements and Council policies.
- Maintain a clear audit trail for all financial activities.
- Update the Council website with payments over the statutory threshold, where required.

Advice, Governance and Support

- Attend Full Council and committee meetings as required to present reports or answer financial queries.
- Prepare agenda reports for committees when requested.
- Work collaboratively with officers and councillors to support sound financial decision-making.
- Identify financial risks and recommend appropriate controls or corrective action.

Working Arrangements

- This is a part-time role of 22 hours per week, with flexibility to meet service requirements.
- Hybrid working, but the post holder must remain available to attend the office, meetings and Council activities as required.
- All homeworking must be undertaken securely and in accordance with Council policies, data protection requirements and confidentiality obligations.

Key Working Relationships

- Parish Manager / Proper Officer
- Councillors
- Administrative staff
- Internal and external auditors
- Other professional advisers, where required

Person Specification

- Experience in local council, public sector, charity finance, bookkeeping or accounting.
- Knowledge of local government finance, audit and accounting procedures.
- Understanding of VAT, reserves, budgeting, cashflow and year-end accounts.
- Strong numerical, analytical and IT skills, including Microsoft Office and finance systems.
- Excellent attention to detail and accuracy.
- Ability to manage deadlines and priorities workload.
- Ability to handle confidential information responsibly.
- Good written and verbal communication skills.
- Willingness to undertake relevant training and maintain professional competence.
- FilCA qualified or happy to study towards the qualification.
- Experience of EDGE accounting platform would be advantageous.

General Requirements

- To always act in accordance with the Council's policies and procedures.
- Working flexibly in line with service needs.
- To always maintain a professional and courteous approach.
- To undertake any other reasonable duties assigned by the Parish Manager, commensurate with the grade and nature of the post.

Equality, Safeguarding and Health & Safety

- The Council is committed to equality of opportunity and a safe, respectful working environment.

- The post holder must promote equality and treat all people fairly and professionally.
- The post holder must comply with health and safety requirements, fire safety procedures and all other relevant Council policies.