

Comberbach Parish Council

Responsible Financial Officer (RFO)

Job Description

June 2026

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1 Introduction

This job description has been updated from the March 2017 version to take account of additional tasks and requirements of the RFO to attend all Parish Council and Finance Committee meetings and other support activities, including deputising for the Parish Clerk. The role is home based with evening meetings and site visits as required. The role is parttime – 150 hours per annum. SCP 10 – 15 dependent on qualifications and experience.

2 Responsibilities

- Financial Management: Oversee all financial records and ensure accurate bookkeeping, including:
 - Balance the accounts, prepare reports for Council and Finance Committee and prepare accounts for audit
 - Bank all monies received by the Council promptly
 - Manage cash flows and bank transfers
 - Managing claiming of VAT under the local council scheme and deal with VAT inspections
- Budget Oversight: Prepare and manage the council's precept and budget, ensuring alignment with financial regulations, and coordinate Finance Committee meetings with Clerk and Chair of Finance Committee.
- Financial Reporting: Prepare quarterly financial statements and reports for Parish Council and Finance Committee meetings.
- Supplier Management: Ensure supplier contracts are appropriate and value for money, and act as lead contact with Banks, Insurers, Auditors, Finance and IT system suppliers

- Invoice Management: Handle invoices for goods and services, ensuring due authorisation and timely payments and receipts, maintaining the required audit trail.
- Compliance: Ensure all financial transactions are lawful and transparent, adhering to statutory requirements.
- Audit: Maintain records for audit purposes, submit Annual Returns and supporting documentation, and liaise with Internal and External auditors as necessary.
- Supporting Duties: Provide support to the Clerk including cover as required, maintain council website
- Attend Parish Council and Finance Committee meetings
- Act as agenda secretary and minute taker for Finance Committee
- Organise Council's financial Risk Assessments
- Maintain Council's Asset Register
- Maintain up to date information on the Parish Council website
- Analyse the data from the Speed Indicator Device (SID) for reporting purposes

3 Key Performance Indicators

- Attendance at Parish Council and Finance Committee meetings
- Production of timely and accurate agendas and minutes for Finance Committee
- Proper financial records are kept at all times
- The timely and accurate return of finance papers to the external auditor
- The production of timely and accurate budget and spending information to enable the Finance Committee to monitor the spending against budget forecast on a quarterly basis
- Timely preparation of the precept options for agreement by Council for submission to Cheshire West and Chester
- Timely and accurate VAT reclaims half yearly
- Timely collection of payments from Comberbach Village News advertisers and debt chasing where needed
- Insurance cover is adequate for all Council's assets and third party liability and in place
- Asset Register is complete and up to date
- Analysis of SID data is available for Parish Council meetings