



Sherborne Town Council

The Manor House, Newland, Sherborne, Dorset, DT9 3JL

Job Description

Job Title:	Responsible Financial Officer
Salary Range:	Salary Grade SCP: 27-30 (£31,346 - £33,782)
Hours of Work:	37 hours per week
Location:	The Manor House, Newland, Sherborne
Responsible to:	Town Clerk

Main Purpose of Job: The Responsible Financial Officer (RFO) is responsible for ensuring the effective financial management and proper administration of the Town Council's financial affairs in line with the Council's Financial Regulations, under the line management of the Town Clerk, who retains overall financial responsibility.

Working Relationships: The RFO has contact with: Internally, all members of staff and Councillors. Externally, all tiers of local Government, surrounding town and parish councils, local groups/organisations, residents and suppliers of goods and services to the Town Council.

Main Duties & Responsibilities

- Monthly Accounts and Year End Accounts:
 - to prepare monthly management accounts
 - to prepare end of year financial accounts in accordance with current regulations
 - to complete the annual return for submission to the external auditor
- Budget and Precept Management:
 - to consult with staff and Councillors in preparing the annual budget and precept
 - to monitor the budget monthly throughout the year
 - to prepare quarterly budget monitoring reports for Town Council consideration
- Internal and External Audit:
 - to arrange the regular internal audits
 - to prepare accounts and reports for the annual external audit
 - to ensure the Council's financial affairs are in accordance with current audit regulations
- Investment Management:
 - to manage cash flow
 - to ensure effective investments are in place

5. Insurance Management:

- to arrange all aspects of the insurance cover through appointed brokers
- to process claims as necessary

6. VAT Processing and Management:

- to maintain and reconcile VAT on a quarterly basis
- to submit VAT returns online
- to deal with VAT inspections

7. Bank Account and Accounts Management:

- to prepare cash and cheques for banking
- to issue receipts when required
- to maintain a petty cash impress account
- to ensure all bank accounts are reconciled monthly

8. Purchase and Sales Ledger:

- to prepare and issues orders for goods and services
- to prepare and issue invoices for council facilities
- to validate invoices and prepare payment schedule for approval at monthly meetings
- to prepare bill and BACS payments online for approval
- to chase bad debts

9. Payroll Management:

- to administer the payroll system for 29 (employees and Councillors)
- to process Councillor allowances and expenses
- to collate timesheet information
- to keep records of holidays, sickness, mileage etc
- to allocate payroll across cost centres
- to keep payroll records for audit purposes
- to process the salaries via BACS on-line
- to complete all HMRC required information online
- to administer pension returns online as directed by Dorset Council

10. Property and Assets Register Management:

- to maintain the Council's register of property and assets

11. Grants Management:

- to administer and monitor the Councils community grants scheme and budget

12. Trust Management:

- to act as RFO for the Digby Hall and Library Trust
- to act as RFO for the Simon Digby (Sherborne) Memorial Trust
- to prepare annual accounts in accordance with the Charity Commission regulations