

**PEASEDOWN ST JOHN PARISH COUNCIL**

Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN  
Tel: 01761 433686 E-mail: [clerk@peasedownstjohnparishcouncil.gov.uk](mailto:clerk@peasedownstjohnparishcouncil.gov.uk)  
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**RESPONSIBLE FINANCE OFFICER**  
**Part Time Contract (15 hours per week)**  
**NJC 19 - 24 £31,067 - £34,314 FTE p.a. pro-rata**

**Date of Job Description:** May 2025

<b>Job Title:</b> Responsible Finance Officer	<b>Reportable to:</b> Parish Clerk
<b>Lead Officer To:</b> No direct reports.	<b>Location:</b> Based at Beacon Hall.
<b>Contract Type:</b> Permanent Part Time	<b>Hours of Work:</b> 15 hours per week at times agreed with the Clerk/Council. Some evening work required to provide administration support for meetings.
<b>Holidays (pro-rata):</b> 8 bank holidays; 2 extra statutory days; Annual Leave of 21 days with 4 additional days after not less than 5 years continuous service.	<b>Pension:</b> Local Government Pension Scheme (Avon Pension Fund)
<b>Probation Period:</b> Six months from date of appointment for new appointees.	<b>Qualifications Required:</b> Suitable background or experience in a financial capacity. *To hold or obtain FILCA (Financial Introduction to Local Council Administration) qualification within a timescale agreed with the Council, typically 12 months.
<b>Exempt/Not Exempt from Rehabilitation of Offenders Act 1974?</b> Not exempt – all convictions to be disclosed.	<b>DBS Check Required?</b> Yes

\*If not already obtained, the Council will fund the FILCA training and support the RFO to enable studies to be completed within the designated timescale.

Please Note:

During times of absence an Acting Deputy for the Clerk may be required, this person will be nominated by the Clerk or Chair of the Staffing Committee or Chair of the Council.



### **Specific Responsibilities:**

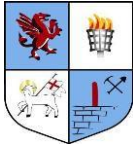
#### **Purpose of the role:**

1. To occupy the position of Responsible Financial Officer under S151 of the Local Government Act 1972 and act as the principal adviser on financial matters.
2. To assist the Parish Clerk in the effective and proper management and control of the Council's financial affairs including:
  - maintaining an overview of the Council's budgets
  - ensuring the Council's financial viability
  - ensuring that proper financial records and procedures are maintained.
  - providing all aspects of insurance
  - ensuring that the Council complies with all requirements of Internal and External Audit
  - financial reporting to the Council and Committees.

#### **Duties and Responsibilities:**

##### Administration of Financial Affairs

1. To carry out all the functions required by law of a local authority's Responsible Financial Officer.
2. To be the Council's principal adviser on matters of financial management.
3. To review and update Financial Regulations annually and monitor compliance.
4. To manage and monitor the Council's budget expenditure and income and provide Council and Committees with regular reports under each heading in the approved operational budget monitoring report and capital budgets.
5. To help the Parish Clerk in advising the Council on its financial forward plan, strategy and policies and producing a rolling business plan.
6. To advise the Council regarding investment funds.
7. To produce the draft annual budget and annual statement of accounts for approval by the Council.
8. To advise on and prepare the detailed draft annual operational budget, estimates of income and expenditure, projects and infrastructure programme, and annual precept proposal, in accordance with the Financial Regulations and Council processes.
9. To maintain all relevant financial records of the Council.
10. To ensure that adequate financial security and internal financial and accounting controls are in place and periodically reviewed, and the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
11. To ensure that appropriate financial risk assessments are undertaken, and relevant internal controls implemented to avoid bribery and corruption whilst ensuring that the Council gets best value for money on new contracts.
12. To ensure that appropriate and adequate insurances are maintained for the Council and claims are processed.
13. To maintain the Council's asset register and equipment inventory of Council property.
14. To supply information and complete returns to internal and external auditors. To ensure that audit reports and recommendations are presented to the Council and that statutory external audit requirements are completed each year.
15. To assist the Parish Clerk in ensuring financial compliance with Financial Regulations and Standing Orders and recommend any necessary amendments to the Parish Clerk.
16. To assist the Parish Clerk and/or prepare for approval the statutory external audit requirements for records, returns and public notices for the annual audit.
17. To make arrangements for the opportunity for inspection of the Council's financial records in accordance with the Audit Commission Act 1998 and the Accounts and Audit Regulations 2004.
18. To liaise with and bring to the attention of the Parish Clerk and Councillors any correspondence or report of the Internal or External Auditors and detail any action to be taken as appropriate.
19. To report any challenge on the accounts to the Parish Clerk and the relevant Councillors.
20. To advise and assist on the raising of funds by way of grants and sponsorship etc.
21. To ensure that all surplus Council funds are invested securely and to maximise income.
22. To ensure that the Council's obligations for risk assessment are properly met, to assess the financial risks faced by the Council and assist the Parish Clerk in compiling and maintaining an



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accurate risk register.

23. To produce any financial management information and reports required by the Parish Clerk for the Council or its Committees.
24. To maintain records relating to the procurement of goods and services and ensure sufficient internal controls are implemented to avoid bribery and corruption.
25. To ensure that the requirements of the Bribery Act are complied with.

### Accounts

1. To process purchase invoices for payment to suppliers, preparing bank payments or cheques for approval.
2. To record all payments made to the Council, issue any necessary receipts, receive and bank all income received and investigate and deal with any queries.
3. To ensure there are sufficient funds available at any given time to enable financial commitments to be met.
4. To complete all necessary VAT returns in accordance with Financial Regulations.
5. To carry out bank reconciliations in accordance with Financial Regulations.
6. To maintain and balance the petty cash account and maintain all associated records of purchases.
7. To ensure that appropriate financial IT systems are in place and operated securely.
8. To prepare reports for submission to the relevant Committee of the Council.
9. To manage the Recreation Ground Charities bank account.

### General

1. To attend, report and make any necessary presentations on financial matters to meetings of the Council or its Committees, Sub-committees and Working Parties.
2. To assist the Clerk with pensions automatic enrolment and payroll information, as required.
3. To recognise and be aware of the requirements of the Health and Safety at Work Act as well as Fire and Safety regulations and ensure that these are observed.
4. To undertake all relevant correspondence in connection with the responsibilities of the post.
5. To undertake training associated with the work and role of Responsible Financial Officer as required and authorised by the Clerk/Council.
6. To undertake such other duties commensurate with the level of the post and job purpose as required by the Parish Clerk from time to time.

This job description serves to illustrate the scope and responsibilities of the role and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.