

Last Reviewed on November 2021

Martham Parish Council
Specific Duties of the Responsible Financial Officer

1. Manage and be responsible for accounting procedures and financial records in accordance with the Accounts and Audit Regulations, other legislation, and policies of the Council.
2. Prepare financial reports for the Council, including budget monitoring, receipts to date, payments of accounts and other relevant matters.
3. Prepare draft estimates. When approved by Council these will form the basis for regular budget monitoring during the year.
4. Submit the agreed precept request to the Borough Council.
5. Record and bank promptly all monies received by the Council.
6. Ensure that any money due to the Council is billed and collected promptly.
7. Manage cash flow and control of any investments and bank transfers.
8. Safeguard cheques and monitor that they are cashed in good time.
9. Submit VAT returns when appropriate and deal with VAT inspections.
10. Prepare and balance financial accounts in accordance with the Accounts and Audit Regulations or applicable legislation and report regularly to the Finance Committee and Council.
11. Produce the Annual Audit Return and submit it for approval and authorisation by the Council.
12. Make arrangements for inspection of the accounts, books and payment vouchers for the display or publication of any notices and statements of accounts required by the Accounts and Audit Regulations.
13. Ensure that the Internal Auditor attends bi-annually for inspection and any reports are submitted to Councillors for information.

Policy review date November 2022