

Responsible Financial Officer

Job Description

Job Title:	Responsible Financial Officer
Accountable To:	Birchwood Town Council
Location:	Birchwood Town Council Offices, Birchwood
Salary:	NJC SCP 23, £17.85 per hour (2025/2026 pay scale). Pay award pending for 2026/2027
Hours:	8 to 12 hours per week, worked flexibly. The majority of hours will be worked at the Birchwood Town Council Offices between 8:00am and 4:00pm; however, attendance at monthly Full Council meetings and other council meetings, which may take place outside normal office hours, is required.

Job Purpose

To act as the Town Council's "Responsible Financial Officer" (RFO as "the person who, by virtue of section 151 of the Local Government Act 1972, is responsible for the administration of the financial affairs of Birchwood Town Council and ensuring that accurate financial records are maintained in line with legal and regulatory requirements.

Working closely with the Town Clerk, the RFO will prepare budgets, accounts, financial reports and statutory returns, while providing financial advice to support the Council's decision-making. The RFO will help ensure that the Council's finances and assets are managed effectively, responsibly and in accordance with Council policies and procedures.

As part of a small team, the RFO will also support the Clerk and assist with other Council duties as required.

Specific Duties and Responsibilities

Financial Management & Compliance

- Maintain and administer the Council's accounting software, ensuring all income and expenditure is accurately recorded and that financial records are kept up to date in accordance with statutory and audit requirements.
- Prepare annual accounts and coordinate internal and external audits.
- Ensure compliance with Accounts and Audit Regulations and proper accounting practices, including SAPPP guidance.
- Prepare quarterly management accounts and variance reports.

- Lead preparation and monitoring of the annual budget and precept.
- Submit VAT returns and oversee the Council's investment strategy.
- Prepare and submit the Annual Governance and Accountability Return (AGAR).
- Review suppliers and contracts to ensure value for money.
- Issue invoices and manage debt recovery processes.

Payroll & Pensions

- Liaise with the external payroll provider to process salaries, PAYE, NI and pension contributions.
- Monitor pension returns and ensure compliance with relevant regulations and pay awards.

Asset, Insurance & Risk Management

- Maintain and review the Asset Register, leases, licenses and insurance policies.
- Oversee asset inspections and ensure compliance with health and safety legislation.
- Manage maintenance contracts and procurement processes in accordance with the Procurement Act 2023.

Governance & Advisory Support

- Advise councillors on financial regulations, governance matters and legislative updates.
- Develop and maintain financial policies and procedures.
- Attend Town Council meetings (normally one evening per month).

General Duties

- Work collaboratively as part of a small team.
- Undertake additional duties commensurate with the role as required.
- Participate in training and professional development opportunities.

STATEMENT

This job description will be agreed between the jobholder and the Town Council to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.

Post holder (Responsible Financial Officer):.....

Dated:

Chairman of Council/Personnel:

Dated: On behalf of Birchwood Town Council

Birchwood Town Council

Responsible Financial Officer [RFO]

Person Specification



Essential

- Willing to undertake training towards a FILCA or CILCA qualification, full training and support provided.
- Experience in a finance role within local government, parish/town councils or the public sector.
- Understanding of financial processes including budgeting, reporting or bookkeeping.
- Excellent IT skills including Microsoft Office and financial software.
- Ability to work independently and as part of a team
- Highly organised with strong attention to detail
- Strong communication and interpersonal skills
- Commitment to confidentiality and professionalism.

Desirable

- Experience working with local authorities, suppliers and the public.
- Knowledge of local council governance, AGAR and audit requirements.
- Understanding of procurement and contract management procedures.
- Knowledge of payroll and pension administration.

Additional Information

- Flexible working hours (8–12 per week)
- Approximately one evening meeting per month as required
- Opportunities for additional hours and duties may be available for the right candidate
- Training and continuing professional development opportunities