JOB DESCRIPTION

RESPONSIBLE FINANCIAL OFFICER (RFO) TO THE MILTON-UNDER-WYCHWOOD PARISH COUNCIL

Statistics and Basic Information: Population (2011 Census): 2000; Households: 850

Annual Precept: £52000; Other Income: £4,000; Recurrent Expenditure: £56000 approx.

The Parish Council owns and manages the Cemetery, closed Churchyard, Parking Pound, green spaces in the village. It manages the Village Recreation Ground its tennis court and play areas, and lets the Recreation Ground's respective buildings to Milton Sports Association.

Overall Responsibilities

The Responsible Financial Officer is responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory and other provisions governing or affecting the running of the Council are observed, including compliance with the adapted NALC Model Financial Regulations adopted 2024.

2. To monitor and balance the Council's accounts and prepare records for monthly and quarterly scrutiny and annual audit purposes and VAT.

3. To collect normal revenue and other levies and receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.

4. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.

5. To administer all financial matters relating to the Pound, Village Recreation Ground, Churchyard and Cemetery.

6. To act as the representative of the Council as required.

7. To maintain the hardcopy and digital (Cloud or external drive) record and archive of the Parish Council's affairs (financial) for the past 10 years.