



# Coleford Town Council

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## ASSISTANT CLERK / RESPONSIBLE FINANCE OFFICER (RFO)

### JOB DESCRIPTION

#### Overall Responsibilities

**This combined role will support, and assist the Town Clerk in ensuring that statutory duties of the Council are carried out;** and, in respect of their RFO Duties, to act as Coleford Town Council's "Responsible Finance Officer" (RFO) as described in the Accounts and Audit Regulations 2003, to the Council will support, and assist the Town Clerk in ensuring that statutory duties of the Council are carried out.

The duties of this role, would expect to ensure that the office and financial systems are maintained and that information is easily accessible for the Town Clerk and elected members. The Assistant Clerk will be the first contact with the public and will provide a polite professional manner at all times. The person appointed will be accountable to the Town Clerk for the effective administration of office and financial systems.

#### **Assistant Clerk Duties:**

1. To assist the Clerk in ensuring that legal, statutory and other provisions governing or affecting the running of the Council are observed.
2. To assist with monitoring and balancing the Councils accounts and help to prepare records for audit purposes and VAT.
3. To prepare, in consultation with the Clerk and appropriate Members, agendas for meetings of the Council and its Committees, to attend such meetings when necessary and prepare minutes for approval. To attend the assemblies of the Council and to assist with implementing the decisions made at the assemblies.
4. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents and bring such items to the attention of the Clerk. To issue correspondence as a result of the instructions of the Clerk and the known policy of the Council.
5. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services to ensure payment is received under the supervision of the Clerk.
6. To study reports and other data on activities of the Council and in matters bearing on those activities where necessary and/or appropriate to discuss such matters with the Clerk and specialists in particular fields.
7. To assist with the supervision of any volunteers and contractors in keeping with the policies of the Council and to assist with all necessary activities in connection with the management of the salaries, conditions of employment and work of other staff.
8. To ensure that all Health and Safety checks are undertaken and correctly recorded at all Coleford Town Council sites, and to be a qualified First Aider



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9. To jointly monitor with the Clerk the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
10. To assist the Clerk with preparation of press releases (in consultation with The Chairman) about the activities of, or decisions of the Council.
11. To attend training courses on the work and role of an Assistant Clerk, and to be prepared to temporarily undertake the role of Clerk when, and if, necessary due to illness or absence.
12. Any other duties of a temporary nature which may be required from time to time to ensure the smooth running of the Councils affairs.

## **Responsible Finance Officer (RFO) Duties:**

### **3 Key elements;**

- providing day-to-day financial management of the Council under the direction of the Town Clerk.
- managing the Council's financial affairs within the legal framework for local authorities and to comply with current legislation, statements of recommended practice and accounting codes of practice.
- ensuring that the Council complies with the Financial Regulations as approved from time to time by councillors.

### **Specific Responsibilities**

1. To receive and report on invoices for goods and services to be paid for by the Council and ensure such accounts are met.
2. To issue invoices on behalf of the Council for goods and services to ensure payment is received.
3. To ensure that the Council's bank accounts are monitored and reconciled in accordance with the Council's Financial Regulations
4. To prepare monthly management accounts for presentation to Council, together with explanations of major variances and details of all committed expenditure.
5. To ensure that all VAT (Value Added Tax) returns and other HMRC deductions are submitted correctly and on time.
6. To prepare annual revenue and capital estimates for the Council and make recommendations to the Council for the amount to be precepted in the following year.
7. To prepare the Council's annual Financial Statements in accordance with applicable legislation and guidelines and provide such information as the auditors may require when carrying out the annual audit.



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8. To ensure that the Council's Asset Register is maintained in a suitable manner to meet auditor's requirements.
9. To prepare the annual Statement of Internal Control and seek the Council's approval of such statement every year.
10. To review and monitor the Council's internal control systems and ensure that proper checks and controls are in place.
11. To monitor and ensure implementation of all necessary procedures and documentation to ensure appropriate financial management across all the Council's activities.
12. To work with the Clerk to devise and implement a system of risk management covering all aspects of the Council's activities, carrying out an annual review of the Council's risk management strategy.
13. To participate in the preparation of other strategic reviews as required and make recommendations.
14. To regularly carry out reviews of provision of service ensuring the most cost-effective suppliers are in place and to obtain quotes and estimates and issue tender invitations for goods and services as directed by the Council.
15. To ensure that a record of all of the Council's Leases and Licences is maintained in a suitable manner and are reviewed at appropriate times of year.
16. To attend appropriate meetings (normally evening) to provide financial advice.
17. To attend training courses as determined by the Council.
18. To carry out other specific tasks and/or duties as directed by the Council from time to time.