



Blofield Parish Council

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Blofield Parish Council Duties of the Responsible Financial Officer

The following duties expand the duties detailed in the Job Description. A copy of this document is to be retained with the RFO's contract documentation.

1. Using the Scribe Software System prepare financial reports for the Council, including Budget monitoring, Receipts to date, Payment of accounts and other relevant matters.
2. Prepare draft estimates. When approved by Council these will form the basis for the annual budget monitoring during the year.
3. Submit precept to District Council.
4. Bank and record regularly all monies received and expended by the Council.
5. Ensure that any money due to the Council is billed promptly and collected promptly.
6. Ensure compliance by the Council with its current Financial Regulations
7. Manage cash flow and control of any investments and bank transfers.
8. Control of cheques and BACS payments.
9. Responsibility for submission of VAT, PAYE and Pension returns when appropriate and dealing with any matters arising.
10. Prepare and balance financial accounts in accordance with Accounts and Audit Regulations and report to the Council.
11. Produce accounts and records for external audit in accordance with the Regulations.
12. Responsible for GDPR matters and carries out an annual review of the policy and a meeting of the GDPR working group.
13. Ensure that the Council annually reviews all governance documents.

Reviewed by the council

Dated: March 2021