

ROLES, RESPONSIBILITIES AND DUTIES

Responsible Financial Officer

1. Role.
To ensure that the accounts and records are maintained in accordance with proper practices referred to in statute and are kept up to date.
2. Responsibilities.
 - Carry out all the statutory functions, ensuring the implementation of, and compliance with the Council's financial regulations;
 - Determine the form and content of the accounts and supporting records, subject to any directions from the council and in compliance with regulation.
 - Advise the Council on the adequacy of, and changes to, its Financial Regulations, including all internal controls and procedures to manage financial risk;
 - Ensure that all VAT returns and other HMRC deductions are submitted correctly and on time;
 - Council payroll, payment of wages, salaries, and deductions, submission of data to HMRC or via the use of an approved outsourced supplier.
 - Principle duties and responsibilities are set out in job description and contract of employment.

3 Duty

- Must ensure that the accounts are made up and ready for audit as soon as practicable; not later than six months after 31 March;
- Must prepare an annual governance statement in accordance with proper practices in relation to accounts.
- Must provide proper opportunity during the year for the exercise of electors' rights in accordance with the law.