

OGMORE VALLEY COMMUNITY COUNCIL

Assistant Clerk/Responsible Financial Officer

Overall Responsibilities

The Responsible Financial Officer will be the Officer of the Community Council and as such is under a statutory duty to carry out all the financial functions under the Governance and Accountability Guidance for Community Councils. The person appointed will be accountable to the Council and The Clerk to the Council, for the effective management of all its resources and will report to them as and when required. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

1. To ensure that statutory Financial Regulations are followed and other provisions governing or affecting the running of the Council are observed.
2. To monitor and balance the Council's accounts and prepare records for audit purposes.
3. To ensure that the Council's obligations for Risk Assessment are properly met.
4. To prepare, in consultation with the Clerk, financial reports for meetings
5. To attend a Council Meeting or Committee Meeting as and when required..
6. 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 and to ensure payment is received.
7. To draw up both on his/her own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
8. To maintain appropriate statutory records of salaries.
9. To act as the representative of the Council as required.
10. To implement the decisions made at Full Council Meetings and Sub-Committee Meetings that are agreed by the Council and in line with the council's Financial Regulations.
11. To attend training courses or seminars on the work and role of the Responsible Financial Officer as required by the Council.
12. To work towards the achievement of the status of RFO as a minimum requirement for effectiveness in the position.
13. To continue to acquire the necessary professional knowledge required for

the efficient management of the financial affairs of the Council.

14. To attend the Conferences of the Society of Local Council Clerk's/One Voice Wales, and other relevant bodies, as a representative of the Council as required.
15. This job description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities.

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