

# WETHERSFIELD PARISH COUNCIL



## **RESPONSIBLE FINANCIAL OFFICER and DATA PROTECTION OFFICER**

### **JOB DESCRIPTION**

The Responsible Financial Officer is responsible for ensuring all the financial records of the Council and the careful administration of its finances are being monitored and presented correctly. You will be required to advise the Council on investment, budgeting, contract management and expenditure and to ensure that proper practices are undertaken in financial administration.

The Data Protection Officer is responsible for ensuring that Wethersfield Parish Council staff and councillors, when managing third party data, are carrying this out in accordance with Data Protection Law, particularly the introduction of GDPR in May 2018.

Specific Responsibilities:

1. To monitor and balance the Council's accounts and prepare end of year records for internal audits. Prepare and submit the forms for the external audit and ensure the figures balance. Submit annual VAT returns, or to monitor the work of another officer, and ensure the sums claimed balance with the sums included in the annual accounts.
2. To attend meetings of the Council as necessary (usually every three months) and prepare a short quarterly financial statement for all the councillors.
3. To oversee invoices for goods and services to be paid for by the Council and to ensure that such accounts are met in accordance with the Council's Financial Regulations. To monitor invoices are issued on behalf of the Council for goods and services supplied and to monitor that payments are received.
4. To monitor the upkeep of all of the Parish Council's assets which are used for insurances purposes and submission in the annual return each year.
5. To ensure that the Council's obligations for Risk Assessments and insurance are properly met.

6. In managing third party data ensure that:

- It is processed fairly and lawfully
- It is processed for specified purposes only
- It is relevant to what it is needed for
- It is accurate and kept up to date
- It is not kept longer than needed
- It is processed in accordance with the rights of individuals
- It is kept securely and secretly

Initial training will be provided (where necessary) to give the successful candidate the ability to cover these responsibilities.

This position will require approximately 2hrs every three months for the quarterly financial statement. To check the accounts for the internal audit will take approximately 3hrs. Following the internal audit, submission of the annual return to the external auditor will require approximately 4hrs. Preparation of the budget in December and reviewing earmarked and general reserves in line with the annual reserves policy will take approximately 5hrs. Data protection works will take approximately 5hrs. **It is anticipated that this position would not require any more than 25 hrs per annum.**

Your salary would be £9.743 per hour (based on the hours worked) being the current salary point 19 within the 18 to 22 range in scale LC1 as set out in the 2016-2018 National Agreement on Salaries and Conditions of Service of Local Council employees in England and Wales.

If this position is of interest, please contact our clerk by emailing [wethersfieldpc@outlook.com](mailto:wethersfieldpc@outlook.com) giving brief details about yourself and any previous accounting experience you may have had by 5<sup>th</sup> January 2018.