

# Hovingham with Scackleton Parish Council

## Job Description of Responsible Financial Officer

Under the Local Government Act 1972, Section 151, the council must appoint a Responsible Financial Officer.

### Description of duties

- 1) To receive such information as necessary from the (Acting) Parish Clerk and Treasurer as required to ensure that all payments are correctly authorised and, where applicable, goods and/or services have been received.
- 2) To ensure that the Annual Return is correct and confirm by signature

**Note:** some of the normal duties and responsibilities of the RFO are performed by the (Acting) Parish Clerk and the Treasurer, these are included within their job descriptions

### **Signed By:**

Name (block capitals) .....

Signature .....

Date .....

### **Not applicable to Hovingham with Scackleton Parish Council**

- a) To retain all investment certificates and other similar documents.
- b) To maintain a petty cash float, ensure adequate security for the money and to keep adequate records of receipts and payments.
- c) To be responsible for periodic checks of stocks and stores at least annually.

Last updated: 28<sup>th</sup> January 2021 – moved those responsibilities performed by the APC and Treasurer to their job descriptions