**Duties of the Responsible Financial Officer**

1. 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

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. Manage cash flow, control of any investments, bank transfers and online banking.

7. Control of cheques.

8. Responsibility for submission of VAT returns when appropriate and dealing with

VAT inspections.

9. Prepare and balance financial accounts in accordance with Accounts and Audit

Regulations and report to the Council.

10. Produce accounts and records for external audit in accordance with the Regulations.

11. Management of payroll, including prompt payment of PAYE and NIC to Collector of

Taxes.

Approved: Tony Hemmingway Dated: 30th March 2020

Chairman

Acle Parish Council