

Job Description: Responsible Finance Officer

Salary: SPC 32 - £28,485 pro rata

Hours: Part-time – 22.5 hours per week – will include some evening and weekend work

Responsible to: Town Clerk



Finance & Asset Management

Local Councils are required by section 151 of the Local Government Act 1972 to appoint a Responsible Financial Officer (RFO) to manage their financial affairs.

(Audit Commission Act 1998 and the Accounts and Audit Regulations)

Job Purpose:

To ensure Corporate Governance and Financial Administration of the Council with specific responsibilities for accounts and financial records.

To maintain good governance, accountability and transparency in accordance with regulatory requirements, accounting guidance and proper practice (Governance and Accountability - Practitioners' Guide 2016)

Main tasks:

To efficiently manage and monitor the Council's finances and to advise the Council on a financial strategy that will meet its financial and policy objectives

To maintain arrangements for effective financial management and the preparation of accounting statements, and to ensure that all the accounts conform to the requirements of the Audit and Accounts Regulations

- Develop and maintain systems of internal financial control
- Maintain effective procedures to accurately and promptly record all financial transactions and maintain up to date accounting records throughout the financial year - retaining and filing all original documents and ensuring invoices are issued promptly as are payments to suppliers
- Maintain the computerised financial records of the Council and the administration of its finances within the approved budget
- Prepare budgets of expenditure and income for consideration by the Council and its Committees
- Apply budgetary control of all the Council's expenditure and income
- Prepare payment schedules for approval by the Council and its Committees
- Deal with queries and matters arising from invoicing of users and payment of suppliers
- Regular review of aged debts and action where required to deal with late payment and non-payment

To maintain the purchase ledger and payments system, the sales ledger, cashbooks, undertake bank reconciliations and calculate and complete quarterly VAT returns in compliance with deadlines

- Raise sales ledger invoices in respect of rent and other ad hoc invoices as required and to oversee the raising of invoices for hiring
- Oversee the purchase ordering and purchase ledger functions
- Maintain a petty cash imprest system

- Ensure the proper care and security of all cash and the moneys of the Council in collection and banking
- Reconciliation of all cash movements on a regular basis including monthly bank reconciliations

To prepare budget reports to Council and its Committees and, in conjunction with the Town Clerk, to prepare the annual budget estimates/forecasts and recommendation of the precept to be reported/given to the F&GP Committee and thereafter the Council, having consulted all committees and included their recommendations

To prepare the year end accounts, annual report and supporting statements for audit and complete the Annual Return for the Council's External Auditor

To make appropriate banking arrangements

- Oversee the receiving and recording of payments made to the Council and to ensure that all income is prepared and submitted for banking on a regular basis
- Manage the Council's bank accounts to meet cash flow requirements and to advise the Finance and General Purpose Committee in relation to the investment of Council funds
- Invest the Council's finance to the best reasonable advantage and security

To manage the Council's payroll

- Maintain statutory records for PAYE, NI and superannuation and keep personnel records of annual leave, sickness and TOIL where appropriate liaising, as necessary, with HM Revenue and Customs and Shropshire County Pension Fund
- Ensure that sums due to the Inland Revenue and Shropshire Council (the pension authority) are paid promptly
- Prepare and complete annual returns to the Inland Revenue and Shropshire Council

To assist in maintaining a good Governance structure for the Council

- Ensure the Council's policies and procedures are carried out in relation to the financial administration of the Council
- Annual review of Standing Orders, Financial Regulations for relevance and compliance
- (in particular, any updates and amendments needed to the Council's Financial Regulations required/necessitated by changes to statute and government regulations)
- Keep an up to date Risk Register for the Council
- Prepare the Annual Governance Statement

Assist the Town Clerk in spheres relating to financial, tender, budget, contract and other relevant work

- Oversee quotes and tenders for works, goods, contracts and services as required or requested by the Town Clerk or committee/full council
- Ensure all contracts comply with the Council's Standing Orders and Financial Regulations
- Ensure that the Council's obligations to insure are properly met (the proper care, security and adequate insurance of all the Council's assets)
- Maintain the fixed asset register
- Carry out checks of stock on a regular basis
- Ensure that inventories are regularly updated

To work with the Town Clerk in the development of projects and business plans

- Prepare reports for meetings of the Council and committees as necessary and attend meetings as necessary/when requested
- Administer any grant applications which may generate revenue to assist the Council's activities

To ensure that the council complies with all relevant statutes, regulations and proper practice including the publication of such data as may be required

- Collate financial information for publication
- Meet publication requirements of Transparency Code 2015 – Data Transparency

To undertake such other duties of a reasonable nature commensurate with the post as shall be directed by the Town Clerk, including assistance at the Councils civic and community events (which may take place during evenings and weekends)

- Provide financial advice and assistance to voluntary and community groups and, where appropriate, and audit service
- Provide, where necessary, a payroll service for voluntary or charitable groups

Personnel

- Work as part of a multi-disciplinary team, but also have the ability to take responsibility and work on own initiative
- Provide support to other officers within the Council as and when required and in particular during times of holiday and sickness
- Work positively with other members of staff at the Council in a supportive manner
- Represent the Council in a calm, non-confrontational and courteous manner and to ensure that any complaints are followed up and resolved constructively

To actively and positively contribute to the appraisal process and to follow up agreed actions

- Undertake such training or attendance at conference or relevant events as shall be directed by the Town Clerk

Policies

- Carry out all duties in accordance with Madeley Town Council's adopted policies
- Actively support the Council's Dignity at Work policy to assist in eliminating discrimination and in maintaining a fair, positive and productive working environment, to meet statutory obligations and good employment practice.
- Carry out all duties in accordance with the Town Councils Equal Opportunities Policy. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards members of staff, visitor or members of the public. The post holder should also counteract such practice or behaviour by challenging or reporting it to the Clerk
- Carry out all duties being mindful of the Town Councils obligations under the Disability Discrimination Act 1998
- Attend to the health and safety of self, other people and resources whilst at work and cooperate with colleagues to comply with the Health and Safety at Work Act 1974

Person Specification

| Qualifications | Essential | Desirable |
|--|------------------|------------------|
| Educated to degree level or equivalent | | ✓ |
| Evidence of Managing major projects | | ✓ |
| Relevant accounting qualification | ✓ | |
| | | |
| Knowledge & Skills | | |
| Interpersonal relationship building and negotiation skills | | ✓ |
| Good numeracy and ability to understand financial data | ✓ | |
| Budget management and planning | ✓ | |
| Working knowledge of Local Government | | ✓ |
| Ability to prioritise and plan workload effectively | ✓ | |
| IT skills - minimum requirement - Word, Excel, Outlook , SAGE | ✓ | |
| Knowledge of AdvantEDGE financial package | | ✓ |
| Excellent communication both written & verbal | ✓ | |
| | | |
| Work Experience | | |
| Minimum 2 years accounting experience in Local Government or a large organisation | ✓ | |
| Financial management, including budgetary control and planning for budgets in excess of £400,000. | ✓ | |
| Experience of end of year accounting | ✓ | |
| Minimum 2 years experience of preparing payroll using IT software, preferably SAGE | ✓ | |
| Experience of internal and external audit preparation | ✓ | |
| Minimum 2 years experience of Financial statute and regulations for local councils | | ✓ |
| | | |
| Behaviours and Characteristics | | |
| A 'service driven' and 'can do' attitude | ✓ | |
| Ability to work flexible hours including evenings | ✓ | |
| A team player, service orientated, innovative, supportive, self-motivated, flexible and able to demonstrate commitment | ✓ | |
| Hold a full driving licence | ✓ | |
| Excellent customer service focus | ✓ | |