

Responsible Financial Officer to Thornbury Town Council

Job Details

Salary Scale: SCP 35 (£30,480 FTE) + local government pension

Hours: 12 hours a week (average) working pattern to be agreed

Reporting to: Town Clerk

Responsible for: There are no direct staff management responsibilities

Contract: Permanent (subject to satisfactory completion of probationary period)

The Role

The Responsible Financial Officer (RFO) will effectively manage and monitor the Council's finance, advise the Council on a financial strategy that meets its finance and policy objectives and ensure that its accounts and administrative procedures comply with the requirements of Accounts and Audit and other relevant regulations. Under section 151 of the Local Government Act 1972 to be the Council's designated Responsible Financial Officer, and carry out the following duties:

Key Tasks and Responsibilities

- (i) To regularly monitor and review and update council's financial processes and procedures as written in the Town Council Financial Regulations, and ensure compliance with council's statutory responsibilities, financial regulations, and other council policy on all financial matters.
- (ii) To ensure that best practice is followed, and suitable systems, procedures and controls are in place to minimise risk and ensure council financial affairs are well managed.
- (iii) To prepare financial reports for Council, Committees, and other project working groups. These reports will cover budget monitoring, fund balances, income and expenditure, assets and liabilities, monitoring of reserves and other relevant current matters.
- (iv) Working alongside the Clerk to prepare the council's budget. When approved by Council these will form the annual budget monitoring during the year. To report thereon regularly to the Finance and Policy Committee and other Committees as appropriate.
- (v) To submit the Council's precept request to South Gloucestershire Council and supply any breakdown request.
- (vi) To prepare and submit the annual financial return and supporting paperwork for approval by the Town Council and subsequently internal and external audit. To carry out liaison with auditors.
- (vii) To manage staff expenses such as mileage and sick pay etc.
- (viii) To ensure and maintain appropriate banking arrangements and bank regularly all money received and expended.

- (ix) To be responsible for reconciling the accounts at the end of each month and preparing reconciliation reports and meeting with a delegated Councillor to verify the reconciliation reports.
- (x) To work with the Clerk to apply for and manage any outside sources of funding such as Public Works loans, grants etc.
- (xi) To ensure that all money due is invoiced and collected promptly.
- (xii) To manage cash flow and control reserves, investments, loans and bank transfers.
- (xiii) To control payments as approved by council.
- (xiv) To handle the overall management of payroll, including the Local Government Pension Scheme. To ensure prompt payment of tax and national insurance to the collector of taxes either monthly, or where appropriate, quarterly. Also, to ensure, where appropriate, prompt payment of sums due to the pension authority.
- (xv) To take overall responsibility for submission of quarterly VAT returns and to deal with VAT inspections.
- (xvi) To verify and code (i.e. allocate to expenditure heads) suppliers' invoices prior to certification for payment.
- (xvii) To manage and maintain the councils risk register and advise council accordingly.
- (xviii) To arrange council insurance and process claims as necessary. To report annually to the Finance and Policy Committee on insurance risk covered including fidelity guarantee insurance.
- (xix) To maintain the Council's register of property and assets in accordance with best practice and regulation
- (xx) To attend Town Council meetings as required to report on financial matters
- (xxi) To hold and maintain a contract register and aim to review contracts and quotes to ensure that the Council gets best value for money.
- (xxii) To keep and maintain a record of leases and licences to meet auditors' requirements and to ensure they are reviewed/ renewed at appropriate times. (e.g. rent reviews etc)
- (xxiii) To assist when necessary to financially assure the procurement of goods and services as specified by the Council including to prepare appropriate specifications for works, to seek appropriate quotations and to ensure value for money, to quality assure and to monitor contracts as appropriate,
- (xxiv) To be aware and compliant with General Data Protection Regulations
- (xxv) Any other duties commensurate with the post and salary as requested by council

Personal Specification

The successful applicant should be able to demonstrate the following qualifications, skills and experience necessary to meet the requirements of the role:

Essential

Educated to degree level or equivalent and hold a suitable accountancy or financial management qualification or suitable commensurate experience

Significant experience of managing financial affairs of a small organisation

Significant experience of budget planning and monitoring and the preparation of reports

Sound understanding of local government finances

Ability to work as part of a small team and with minimal supervision

Experience of using accountancy systems (such as RBS) to manage and monitor financial affairs

Good working knowledge of Excel, Outlook and other IT systems

Experience of risk and asset management

Experience of managing payroll and dealing with HMRC and VAT

Desirable

Previous experience as a Responsible Financial Officer

Experience of managing financial affairs in a local government setting

Experience of applying for grant funding and compliance with grant conditions and monitoring

Experience of reviewing and introducing new financial systems and procedures

Professional membership of an accountancy body

Ability to attend evening meetings for council, committee or other project meetings as necessary

Ability to demonstrate commitment to training and ongoing continuous professional development