

Horsham Town Council

Clerk & Responsible Finance Officer (RFO)

JOB DESCRIPTION AND PERSON SPECIFICATION

POST TITLE:	Clerk & Responsible Finance Officer (RFO)
HOURS:	Full-time (37 hours per week including some evening meetings)
GRADE:	SCP 45-53 (£54,495 - £70,176), depending on experience and qualifications
TYPE:	Permanent (following a successful probation period)
REPORTS TO:	The Council as a Corporate Body
IMPORTANT FUNCTIONAL RELATIONSHIPS:	
Internal	Councillors and Council staff
External	Residents, contractors, partner organisations and volunteers

Job Profile

The Clerk & Responsible Finance Officer (RFO) is the Proper Officer and Responsible Finance Officer of Horsham Town Council, who is solely responsible for lawful governance, finance, administration, policy implementation, and strategic delivery.

Key Duties

The exact nature of the duties will be decided by the Council from time to time and may include some or all the tasks listed below. Other duties may be added as considered appropriate by the Council. The job specification may from time to time be amended by agreement, between the Council and the postholder.

General

- Ensure lawful council operation, proactively keeping up to date with relevant changes in legislation affecting local Councils.
- Provide professional advice to the Council on all matters.
- Maintain public and partner relations and build collaborative working relationships.
- Undertake required training; this should be identified during the appraisal process.

Meetings & Democratic Services

- Prepare informative agendas and meeting papers to aid Councillors to make informed decisions.
- Publish and attend Council meetings and produce minutes.
- Issue statutory notices in accordance with legislation.
- Manage Standing Orders, Financial Regulations, GDPR, FOI compliance; core documents to be reviewed at least annually by the Council.
- Ensuring the Council as a whole, including Councillors and staff are aware of policies and procedures of the Council.

- Respond to requests made under Freedom of Information legislation and rights exercisable under data protection legislation.

Financial Management (RFO)

- Lead, prepare and monitor the budget for the Council.
- Oversee payments, invoicing, payroll, VAT, pensions, asset register and AGAR.
- Produce financial reports on at least a quarterly basis including forecasting from September to aid budget setting including the Precept.
- Ensure audit compliance for internal and external audits.
- Maintain Scribe financial records.
- Maintain internal controls and procurement compliance.
- Present monthly bank reconciliations, receipts and payments as required.
- Manage banking arrangements, investments and bank transfers.
- Research and propose application for grants to support project aspirations.

Administration & Operations

- Establish and maintain electronic and paper filing systems.
- Manage Councillor documentation; ensuring that any information is held securely.
- Oversee procurement and contracts.
- Place and manage orders for the purchase and supply of goods and services.
- Maintain action logs and statutory records.
- Undertake appraisals for staff, manage annual leave, sickness records, training records, wellbeing of staff and HR compliance.
- Oversee the management of the Council assets.
- Manage inspections, maintenance and contractors for the Council assets.
- Manage the Council's IT systems and website.
- Manage the day-to-day business of the office and staff.
- Maintain the Council's asset register and ensure that contracts, leases and licenses are in place for buildings, infrastructure and land that the Council owns or manages.
- Manage the Council's response to planning applications by making sure that the Council's response is sent to the principal planning authority in a timely manner to meet any deadline.
- Ensure the Council's statutory obligations for the proper management of all health and safety matters are met, including the review of the Council's Health and Safety Policy.
- Undertake risk assessments where necessary, for the safe management of Council business and activities.
- Ensure insurance cover is in place and adequate for the assets, activities and services that the Council owns or manages.
- Manage Councillor vacancies and elections.
- Prepare a draft Business Continuity Plan

Community & Communications

- Manage website and digital content.
- Handle correspondence.
- Support engagement events
- Oversee transparency compliance.

- Promote community engagement.

Strategic Planning

- Support Council vision and prepare a draft Council strategic plan.
- Monitor progress for all strategic objectives, capital and community projects led by the Council.
- Manage and provide project guidance to the Council.
- Advise on the impact of Council proposals and planned activities whilst suggesting specific courses of action to mitigate where necessary.

Horsham Town Council

Clerk/RFO

PERSON SPECIFICATION

Qualifications and Experience	Essential (E) or Desirable (D)	Identified by
GCSE's or equivalent qualification grade C or above in English and Mathematics Governance knowledge and experience	E	Application form
Ability to interpret legislation with strong report writing skills	E	Application form, pre interview Assessments and interview
Experience of office/finance administration and budget setting, including IT literate with intermediate level MS Office skills including Outlook, Word, Excel, PowerPoint and Finance software	E	
Highly organised with excellent planning skills and an ability to meet tight deadlines	E	
Ability to work unsupervised and use own initiative and work as part of a team	E	
Staff management experience	E	
Evening meeting availability and occasional weekends	E	
Certificate in Local Council Administration or readiness to undertake training to obtain – this must be obtained within 2 years of appointment	E	
Project management skills and facilities experience	D	
Experience of working in local government, with knowledge of how Town/Town Councils operate	D	
Local knowledge of Horsham	D	

Personal Qualities	Identified by
Good interpersonal skills, be able to communicate effectively including the ability to act with tact, sensitivity and diplomacy.	Application form, pre interview Assessments and interview
Reliable and Punctual.	
Honest personality with the drive to achieve.	
Strong customer focus treating individuals with respect.	
Proven ability to maintain confidentiality at all times.	
Enthusiastic and self-motivated.	
Ability to act corporately in all circumstances.	
Displays accountability and responsibility.	
Positive and flexible attitude to working arrangements.	
Your normal place of work will be the Council's Office in Horsham – The Courtyard, Freedom Works, 30 Worthing Road. On occasion you may be required to attend meetings at another location in Horsham.	