

NEWHAVEN TOWN COUNCIL



Job Description

Title:	Responsible Finance Officer
Salary Grade:	SCP 14-22
Salary Scale:	£23,484 - £27,514 (pro rata)

Purpose of the post:

The Responsible Financial Officer is the Council's designated officer responsible for section 151 of the Local Government Act 1972 (financial management)

To produce regular finance reports to all Members of the Council and monthly bank reconciliations.

To produce audit submissions in a timely way and submitted to the external auditor resulting in an unqualified audit each year.

To provide front desk support, dealing with a wide range of queries from the public and elected members with regard to the business of the Council and partner organisations

Accountable to:

The Town Clerk/Deputy Town Clerk

Key Accountabilities:

The post-holder will be responsible for:-

- Ensuring the Council is accountable and complies with current financial legislation.
- Managing the risks involved in raising and spending public money.
- Providing the financial information which the Councillors need in order to make sound budget decisions.
- Receiving and reporting on invoices for goods and services to be paid for by the Council and ensuring such accounts are met.
- Issuing invoices on behalf of the Council for goods and services and ensuring payment is received.
- In liaison with the Town Clerk/Deputy Town Clerk, preparing the draft budget giving figures for last year, the current year and next year.
- Completing the precept request.
- Keeping the financial records which are regularly balanced and reconciled with bank statements (usually every month).
- Providing the Council with financial management reports to help the councillors monitor income and spending against the Council's budget.
- Making the records available to the Internal Auditor.
- Preparing the end-of-year accounts and in liaison with the Town Clerk/Deputy Town Clerk and Internal Auditor presenting the annual return and the accounts to the Council.

- Bringing to Council's immediate attention any comments from Internal or External Auditors.
- Signing the statement of accounts on the annual return.
- Managing all financial procedures including insurance; recommending financial regulations in standing orders and advising the Council on any accounting matters.
- Monitoring and balancing the Council's accounts and preparing records for audit purposes and VAT.
- Ensuring VAT claims are submitted within required timescale.
- Attending training courses or seminars on the work and role of the Responsible Financial Officer as required by the Council.
- Dealing with bookings at the Town Council's social centres
- In liaison with the Town/Deputy Town Clerk and the Amenities Officer ordering items required for the maintenance and repair of town council buildings and open spaces
- In liaison with the Town/Deputy Town Clerk and the Amenities Officer managing the town council's allotments
- Undertaking reception, telephone and email answering duties
- Dealing with bookings for funerals at Newhaven Cemetery when required

Other information:

The post-holder will be expected:

To uphold Newhaven Town Council's Health and Safety requirements, particularly by following agreed codes of practice and safe methods of working.

To fulfil personal responsibilities with regard to Newhaven Town Council's Health & Safety and Risk Policies.

To familiarise himself or herself with and adhere to all the relevant policies and procedures of the Town Council
To commit to equal opportunities and anti-discriminatory practice.

Statement of Flexibility:

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence. Staff team-working and individual personal development are key to Newhaven Town Council's success in delivering its business aims and objectives. All staff will therefore be expected to have a flexible attitude in responding to new priorities and opportunities as they arise.

Hours per week:

30 hours a week worked over five days Monday to Friday (08:30-14:30). Occasional attendance at evening meetings will be required for which time can be taken off in lieu

Location:

Town Council offices, 18 Fort Road, Newhaven BN9 9QE or at any future location within the Town.

Contract term:

Permanent

Person Specification – Responsible Finance Officer

	Essential	Desirable
1. Education & Qualifications	<ul style="list-style-type: none"> • At least 5 GCSEs including English & Mathematics • Certificate of Financial Introduction to Local Council Administration (or willingness to obtain within the first 6 months of employment) 	<ul style="list-style-type: none"> • Educated to degree or HND level or NVQ Level 4 or above • Other appropriate financial qualification
2. Work Experience	<ul style="list-style-type: none"> • Minimum of 5 years office and/or financial experience. • Understanding of budget control and financial analysis • Experience of using manual/computerised systems • Demonstrable understanding of the issues of probity and transparency as well as sound financial management/administration 	<ul style="list-style-type: none"> • Experience of using local council finance packages e.g., RBS Omega • Demonstrable knowledge of payroll, VAT and financial administration • Previous local government experience • Experience of Clerking council meetings
3. General skills, knowledge & aptitude	<ul style="list-style-type: none"> • Policy analysis skills and the ability to address and resolve complex issues. • Able to produce reports on a range of subjects including analysis of numerical data • Ability to design and operate office systems and procedures • IT Skills e.g., MS Office products 	<ul style="list-style-type: none"> • Understanding of a local council's legal framework and operating environment • Understanding of legal responsibilities and sufficient general understanding of the legislation to maintain the council's compliance in the postholders sphere of responsibility • Demonstrable ability on giving advice on policy issues and recommending strategies to address the same
4. Communication Skills	<ul style="list-style-type: none"> • Ability to communicate in a clear and confident manner • Ability to work well with members of the public and community leaders, occasionally in confrontational circumstances 	<ul style="list-style-type: none"> • Ability to operate within a political environment with impartiality, using open and fair processes
5. Motivation	<ul style="list-style-type: none"> • Ability to maintain good relationships with councillors, colleagues, contractors and the public • Self-reliant and self-motivated 	

	<ul style="list-style-type: none"> • Ability and willingness to work evenings other anti-social hours • Ability to develop within the role and undertake all relevant training 	
6. Personal Qualities	<ul style="list-style-type: none"> • Approachable and responsive to colleagues and councillors • Able to secure effective and professional relationships with councillor's and stakeholders • Receptive to change and adaptation • Able to work under pressure and meet deadlines • Methodical and thorough in their approach to work • Ability to have a calming influence in volatile situations 	<ul style="list-style-type: none"> • Demonstrable evidence of experience in a post requiring application of those qualities listed opposite.
7. Other	<ul style="list-style-type: none"> • Driving license, access to a vehicle and ability to travel to different venues 	