

JOB DESCRIPTION – CARTERTON TOWN COUNCIL

Job Title	Deputy Town Clerk / Responsible Finance Officer (RFO)
Pay Grade Parameters	SCP 24-32 (£33,024 - £40,221)
Hours per week	37 hours per week including evening meetings and occasional weekend work
Location	Carterton Town Hall, Alvescot Rd
Responsible to:	Chief Officer / Town Clerk
Responsible for:	<ul style="list-style-type: none"> • Managing the council’s finances, ensuring that the accounts and financial records of the town council are maintained in accordance with proper practices and are kept up to date including budget preparation and monitoring, management reports, trial balances, bank reconciliations and year-end accounts. • Effective management of the office and at least one member of staff. • Attending town council meetings, recording the minutes, and working with the Town Clerk and councillors to prepare agendas for the town council and other committees. • Lead on specific projects as required e.g. the development of a Neighbourhood Plan. • Deputising for the Town Clerk.

Job Purpose

- To be accountable for the effective management of the town council’s finances.
- To be accountable for the effective management of office resources and staff.
- To represent the Town Clerk as required.
- To take responsibility for the minutes of full town council meetings and support the administration of other committees as necessary.
- To take responsibility for the management of any finance tasks arising from the council or admin committee.
- To report fully and regularly, in accordance with proper practices, on the town council’s financial position.
- To manage audit functions and VAT recovery.
- To ensure staff salaries and pensions are calculated, paid, and up to date.

Responsibilities

Staff: Administrative Assistant / Receptionist and Office Cleaner

Physical resources: All office machinery, furniture and fittings and Utilities.

Financial: Monitoring spending against budget, and overall responsibility with the Town Clerk for the town council’s financial position. Ensuring that the accounts and financial records of the town council are maintained in accordance with proper practices and are kept up to date. Ensuring that financial implications are considered and understood as part of the decision-making process within town council and committee meetings.

Main Duties and Responsibilities

1. To manage the work of the Administrative Assistant / Receptionist and to ensure the smooth running of the office, an excellent service to customers and full compliance with the Health and Safety Management System.
4. To attend monthly town council meetings and record minutes, decisions, and action any items arising from the council.
5. To take responsibility for all office machinery, recommending updates and improvements where necessary and ensuring at all times that the equipment is maintained safely.
6. To represent the Town Clerk or the Council as required.
7. To take responsibility for best value on utilities working in conjunction with the Amenities Officer and the Town Clerk.
8. To complete the accounts of the council and the Annual Return / Year End Accounts within the timescale set by the Accounts and Audit Regulations 1996, as amended.
9. To ensure that the council has a form of independent internal audit and that the audit is carried out regularly at set times in accordance with council policy.
10. To make arrangements for the opportunity for public inspection of the accounts, books, and vouchers at the appropriate time.
11. To prepare an annual base budget in conjunction with the Town Clerk, for the following financial year, to work through the budgeting process and to review the budget throughout the year, preparing variance reports and management accounts.
12. To prepare the annual precept report for consideration at the Admin Committee and December Town Council meeting.
13. To prepare and keep up to date, a three-year forecast of revenue and capital receipts and payments.
14. On a monthly basis to provide the Chair of the Admin Committee with a statement of receipts and payments to date under each head of the budget, comparing actual expenditure against that planned.
15. With the approval of the Admin Committee, to devise measures to ensure prompt and accurate recording of financial transactions.
16. To prepare the cash book / schedule of payments required at the Admin Committee meeting, together with relevant invoices available for viewing.
17. To examine, verify and certify that contracts for work, goods or services have been received, carried out, examined, and approved by the relevant officer.
18. To examine invoices in relation to arithmetic accuracy and to analyse them, ensuring they are posted to the appropriate expenditure heading.
19. To develop a procedure for uncollectable amounts, including bad debts, to be written off and to ensure that this procedure is only undertaken with the RFO's approval, and for the approval to be shown in the accounting records.
20. To keep accurate payroll and pensions records on behalf of the council and prepare the salaries as agreed by the council. Ensure payment of tax and national insurance to the Inland Revenue and comply with any Inland Revenue tax inspection.
21. To retain all investment certificates and other similar documents.
22. To monitor cashflow and report accordingly to the Admin Committee and the Town Clerk.
23. To ensure that the authority's resources are well managed. To monitor interest on bank accounts and, where appropriate, in liaison with the Policy and Finance Committee to manage treasury, investments and bank transfers.
24. To be responsible for all bank mandates
25. To supervise and be responsible for the collection of all income and to be responsible for ensuring individual officers provide receipts of amounts due to the council.
26. To prepare a schedule of the council's fees and charges annually, in liaison with

- appropriate officers of the town council.
27. To bank all income intact as with such frequency as the RFO considers necessary and within the parameters of the insurance schedule.
 28. To make quarterly VAT returns and comply with any VAT inspections.
 29. To take overall control of the purchase order system for work, goods and services and to work with individual officers to ensure the system is maintained and not abused.
 30. Where contracts provide for payment by instalments, the RFO shall maintain a record of such payments and ensure that the council pays within the time specified in the contract.
 31. The RFO will assist the proper officer to prepare and promote a financial risk management policy statement in respect of all activities of the council and prepare new policies where necessary.
 32. To work with external accountants and valuation officers in the preparation of the Year End Accounts.
 33. To prepare effectively for External Audit, ensuring all documentation is in place and liaising effectively with the External Auditors.
 34. To ensure that the council's financial regulations are kept up to date and reviewed from time to time.
 35. To ensure transparency of public finances.
 36. To manage the council's direct and indirect costs, in order to provide residents with a breakdown of where their precept is going.

Corporate Responsibilities

1. To ensure the town council offices meet the required standard of maintenance, cleanliness, hygiene and refurbishment in accordance with users' expectations, town council policy and statutory legislation, including health and safety.
2. Responsible for ensuring the health and safety of persons at work and members of the public in premises or sites controlled by the Town Council and compliance with the Council's policy and health and safety regulations.
3. As a Responsible Officer, identified on the health and safety structure, to ensure full compliance with the requirements outlined in the Health and Safety Management System.

Other Responsibilities

1. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other people, and to comply with policies and procedures relating to health and safety within the Town Council.
2. A commitment to equality / diversity in both the delivery of services and to staff. Demonstrate awareness / understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
3. To comply with the town council's policies and procedures.
4. To carry out any other duties which fall within the broad spirit, scope, levels and purpose of this job description.
5. Job descriptions will be subject to review on an annual basis at the Annual Staff Reviews.
6. To carry out any other duties which fall within the broad spirit, scope, levels and purpose of this job description.

DEPUTY TOWN CLERK / RESPONSIBLE FINANCE OFFICER - PERSON SPECIFICATION

KEY REQUIREMENTS	ESSENTIAL / DESIRABLE
EXPERIENCE	
Previous practical working experience (preferably two years or more) in a financial capacity to manage salaries and wages (sage payroll) and pensions	E
Experience of minuting meetings	E
Experience of producing reports with a high degree of accuracy in spelling, layout and grammar	E
Experience in preparing, writing, monitoring and analysing budgets	E
Experience of presenting reports at meetings	E
Experience of producing reports with a high degree of accuracy in spelling, layout and grammar	E
Experience in being a parish clerk or deputy clerk	D
Experience of staff management	D
Experience in computer-based payroll	D
Experience in pensions administration	D
Experience in public sector financial accounting including closing off year end accounts and AGAR	D
QUALIFICATIONS	
Maths GCSE – grade A-C or equivalent	E
English A Levels or five years of report writing	E
High level of MS Office suite skills (to include Outlook, Word and Excel)	E
CiLCA or equivalent council qualification	D
SKILLS	
Ability to keep accurate records.	E
Sensitive in dealing with the public and with matters of confidentiality	E
Sound written communication skills for report and letter writing	E
Excellent verbal skills to communicate with people at all levels	E
Able to plan and prioritise own workload and meet challenging deadlines	E
Ability to keep up to date with accounting systems and software	E
Ability to produce financial documents required for audit and year end accounts	E
PERSONAL ATTRIBUTES	
A flexible approach to work – a team player	E
Customer focused – understanding the importance of good customer relations	E
Able to demonstrate a broad understanding or commitment to Equal Opportunities	E
Committed to ongoing personal development	E
Able to gain confidence of peers and colleagues and act as a role model	E