

CAMBORNE TOWN COUNCIL

RESPONSIBLE FINANCE OFFICER (RFO)

**SCP 32 – 36 £35,745 - £39,880 Full Time 37 hours per week (Monday to Friday with occasional evening meetings)
(if/when CILCA qualified rising to SCP 33 – 37)**

JOB DESCRIPTION

Responsible to: Town Clerk

Job purpose:

To serve as a member of the Senior Management Team to assist the Town Clerk in the day-to-day management of the Town Council administration specifically accounts, payroll, financial planning, support to Members and Committees. To provide leadership and manage day-to-day activities in the Town Clerk's absence. To provide information to customers and to liaise with the Town Council's partners.

To act as the Responsible Finance Officer (RFO) as described in the Accounts and Audit Regulations 2003, section 2(2)(a) as : "the person who by virtue of section 151 of the Local Government Act 1972, is responsible for the administration of the financial affairs of a relevant body or, if no person is so responsible, the person who is responsible for keeping the accounts of such a a body".

Duties & Responsibilities

- To effectively manage and monitor the Council's finances and advise the Council on a financial strategy that will meet its finance and policy objectives.
- Supporting the Town Clerk and the senior management team in driving process improvements and efficiencies in line with the Corporate Strategy and Plan.
- To provide objective advice to Members in a timely and coherent manner, including report writing, business cases and analysis.
- To work with the Engagement Officer and Committee Support Officer support community engagement and to update the Town Council's website and to ensure compliance with the Local Government Transparency Code.
- To dispatch promptly all such notices, letters and other documents as the due transaction of business of the Town Council shall require.
- To keep safely and conveniently in secure custody all deeds, records, letters, writings and other documents.
- To attend meetings, conferences, seminars and training courses associated with the work and role of Responsible Finance Officer as required and authorised by the Town Council.

Finance

- Responsible for the day-to-day management and development of the support staff
- Responsible for the production of monthly accounts to include the payment of invoices, production of purchase orders, VAT returns, petty cash and the maintenance of financial information in accordance with the Town Council's financial regulations and audit requirements.
- To oversee and be responsible for the production of monthly payroll, HMRC returns and Local Government Pension contributions.
- To provide comprehensive financial information for the purposes of budget setting and financial planning, including business cases
- To submit the precept to the Town Council and supply any breakdown requested
- To handle and process payments in accordance with the Town Council's financial regulations and audit requirements.
- To oversee and update ICT support services, telephones and other utility contracts.
- To maintain the asset register.
- Establish a sound system of internal control and arrangements for the risks involved in raising and spending public money and keep a financial risk register.
- To prepare and balance final accounts in accordance with the regulations and report thereon to the Town Council.
- To supply information to and be present during internal auditor visits.
- To manage insurance cover and risk and ensure that claims are processed as necessary. Report annually to the Council on insurance risk covered. To ensure that fidelity guarantee insurance is provided.
- Work in partnership with the Town Clerk and Senior Management team on procurement, tenders, contract and other relevant work. Oversee quotes and tenders for works, goods, contracts and services as required or requested by committees or the full Council.
- Ensure all contracts comply with the Council's Standing Orders and Financial Regulations.
- To be responsible for GDPR compliance and advising staff of any changes in processes needed.
- To advise the Town Clerk on legislative changes that may impact on the Town Council's financial and administration services, and to ensure that all related Town Council policies and procedures are maintained and up to date at all times.

General

- To act as the Proper Officer in the absence of the Town Clerk and carry out functions and duties associated, except where some other person shall have been given specific duties associated with the title.
- To prepare agendas for Meetings as required in the absence of the Town Clerk.
- To act as Line Manager to support staff, as per the staff structure. Supporting staff to fulfil their job responsibilities and manage their continuing professional development, training and performance management.

To be the joint Lead Officer for the Finance and General Purposes Committee, and Clerk other meetings as required.

- To assist the Town Clerk in implementing decisions of the Council and its Committees.
- To support the Town Clerk with updates to HR policies, contracts and associated duties as required.
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- To undertake any other duties required by the Town Council consistent with the level and scope of the post.

	Essential	Desirable
	<p>Educated to degree or HND level or NVQ level 4 or above.</p> <p>A recognised finance or accounting qualification (AAT Technician or equivalent)</p> <p>ICLA/CILCA</p> <p>(or willingness to obtain within the first 12 months of being in post)</p> <p>Ability to fully grasp the full implications of all financial decisions</p>	<p>Local policy or community governance qualification</p>
Work Experience	<p>Experience of using manual/computerised finance systems</p> <p>Experience or working in a business or professional setting</p> <p>Experience of budget monitoring and reporting</p> <p>Experience in bank reconciliations</p> <p>Good understanding of VAT</p>	<p>Experience of using local council finance packages</p> <ul style="list-style-type: none"> • <p>Previous local government experience</p> <p>Understanding of local government finance and the Accounts and Audit Regulations</p> <p>Experience of minuting or leading meetings</p>

General Skills	<p>Able to produce reports on a range of subjects including analysis of numerical data</p> <ul style="list-style-type: none"> • IT skills • Ability to problem solve in an inclusive manner • Ability to assimilate viewpoints and establish common understanding <p>A team player with a can do attitude Willingness to work outside office hours in order to attend Council Meetings</p>	<p>Understanding of a local council's legal framework and operating environment</p>
Management Skills	<p>Ability to manage and supervise staff</p> <ul style="list-style-type: none"> • Project management • Ability to organise effective meetings and events • Manage self and meet targets and deadlines <p>Ability to organise and manage resources effectively</p>	<p>Appropriate management qualification</p>

<p>Communication</p>	<p>Ability to communicate in a clear confident manner</p> <ul style="list-style-type: none"> • Ability to work well with members of the public and community leaders, especially in confrontational circumstances • Ability to present to wide range of audiences 	<p>Ability to operate within a political environment but act impartially and use open and fair processes</p>
<p>Motivation</p>	<p>Ability to maintain good relationships with councillors, colleagues, contractors and the public</p> <ul style="list-style-type: none"> • Self-reliant and self-motivated • Ability to work evenings and other antisocial hours • Ability to grow with the role and undertake training 	

Strategic	Ability to consider the long-term consequences of Council decisions	Ability to develop and maintain a strategic plan • Understanding of the cycle of strategic/tactical and operational management
Other	Ability to be focused and take a wider view • Ability to have a calming influence in volatile situations but galvanise action when things are not happening	