

UCKFIELD TOWN COUNCIL

POST TITLE:	Assistant Town Clerk and Responsible Financial Officer (RFO)
DEPARTMENT:	Administration
HOURS:	25 hours per week including, when necessary, some evening duties
PURPOSE OF JOB:	To assist the Town Clerk in the exercise of their duties and lead the corporate services of the Town Council, with overall responsibility for day to day financial processes and budget management, financial planning, human resources, council administration and deputising for the Town Clerk
PLACE OF WORK:	Uckfield Civic Centre or at other locations as directed.
REPORTS TO:	Town Clerk
RESPONSIBLE FOR:	3 x Committee/Administrative Officers

JOB SUMMARY

The Assistant Town Clerk and RFO shall act in line with the requirements of Section 151 of the Local Government Act 1972 which requires every local authority to make arrangements for the proper administration of their financial affairs and the Accounts and Audit Regulations 1996, and subsequent legislation. As such the Assistant Town Clerk and RFO is accountable and responsible for all financial records of the Council and the proper administration of its finances.

In the absence of the Town Clerk, the Assistant Town Clerk and RFO will assume the responsibilities of the Town Clerk, including those as Proper Officer of the Council.

The Assistant Town Clerk and RFO will be responsible for leading the corporate services of the Town Council – in particular, human resources, committee secretariat duties and council administration.

DUTIES AND RESPONSIBILITIES

Responsible Financial Officer duties

1. To oversee and lead on the key work streams and administrative processes which result in the sound management of the Council's financial affairs including:-
 - day to day management of the Town Council's financial processes and budget/account management including daily banking, invoicing and cheque/BAC payments, entering budgets into the finance system and chasing bad debts;
 - carrying out reconciliation procedures for the Town Council's credit card expenditure via Worldpay, VAT and bank statements;
 - managing and administering the Council's payroll and pension policy obtaining and completing all statutory and other relevant returns including PAYE, NI, VAT, pension documents etc;
 - advising the Town Clerk, Management Team and Council on matters relating to budgets and income and expenditure including procedures, and protocols;
 - advising the Council on its financial strategy, regulations, policies, and the latest borrowing or investment rates, in liaison with the relevant bodies and banking establishments as and when required;
 - preparing financial information and financial forecasts for all standing committees, and information on bills paid;
 - overseeing and managing the insurance arrangements of the Council;
 - overseeing the financial and business risk assessments of the Council;
 - overseeing the contract for and liaising with the organisation employed to carry out internal audits of the Town Council's financial and governance arrangements;
 - managing the end of year requirements of the annual return, and liaising with external accountants to prepare all end of year accounts and documentation, and publish the annual governance and accountability return and financial statements in accordance with the relevant accounts and audit regulations;

- to ensure the required financial information is publicly accessible on the Town Council website in line with the Local Government Transparency Code 2015;
 - to stay abreast of financial updates, legislation, grant funding streams and other developments in public sector finances, to update the Town Council's financial procedures and identify where business processes can be streamlined;
2. To assist nominated elected members, to carry out monthly member audits of the Town Council's internal controls and financial processes;
 3. To work with the Town Clerk to deliver the annual cycle of financial planning and budget setting alongside the setting of key priorities for the council and review of asset management;
 4. To attend and administer the Town Council's Finance-Sub Committee meetings and provide advice and guidance to members, in particular for the annual Finance-Sub Committee where guidance is given in regards to the provision of community grant funding;

Human resources

5. Have overall responsibility for all functions relating to human resources, including supporting management team with recruitment procedures, personnel record keeping, sickness procedures, the issuing of contracts and providing advice and guidance to members of staff;
6. To lead on and carry out interviews and hearings in line with the Town Council's disciplinary and grievance procedures;

Council administration and corporate governance

7. Have overall responsibility for the council's administrative and committee secretariat functions including:-
 - the day to day running and supervision of the Town Council office;
 - overseeing the preparation of agendas, reports, minutes and all processes relating to relevant committees, sub-committees and working groups and to ensure that clerical support is available where necessary, with particular emphasis on Plans and Environment and Leisure Committees;
 - the implementation of, and management of records and procedures for the better management of functions and services in line with the Data Protection Act 1998 and more recent General Data Protection Regulations;

Deputising for the Town Clerk/Proper Officer

8. To regularly liaise with the Town Clerk and deputise for all duties of the Town Clerk (Proper Officer) when he/she is absent;
9. To carry out any other duties in line with the scope of the position, as delegated by the Town Clerk or relevant standing council committee;
10. To liaise with the Council's solicitors to seek appropriate legal advice as and when required;

General procedures

11. Under the health and safety guidelines issued by the Council, ensure the safety and well-being of all who visit or work in the facilities provided by the Council;
12. To adhere at all time to the policies and instructions of the Council.

PERSON SPECIFICATION:

ASSISTANT TOWN CLERK AND RESPONSIBLE FINANCIAL OFFICER

	Essential Criteria	Desirable Criteria
Experience	<p>Experience in the successful management of a small team in a multidisciplinary organisation;</p> <p>Experience of writing and compiling agendas, minutes and/or reports for committees/board meetings;</p> <p>At least five years experience of financial processes, financial monitoring and budget management;</p> <p>At least five years experience of using SAGE accounts management at a senior level</p> <p>Proven experience of project management.</p>	<p>At least five years local government experience in a managerial position</p> <p>Experience in working for a parish or town council</p>
Education and Qualifications	<p>GCSE grade A – C in English and Maths.</p> <p>Level 3 Certificate in Local Council Administration or equivalent</p> <p>ICB Level 3 Bookkeeping or AAT equivalent</p>	<p>If not already obtained, interest in obtaining Level 3 Certificate in Local Council Administration</p>
Key Skills and Abilities	<p>Competent in the use of Microsoft Office packages including Outlook, Word, Excel and Powerpoint;</p> <p>A high standard of numeracy and literacy;</p> <p>Ability to work independently and effectively to organise personal workloads on and off site;</p> <p>Ability to meet varying deadlines and work under pressure;</p> <p>Ability to problem solve, and highlight improvements in service provision;</p> <p>Good attention to detail and ability to monitor standards and performance;</p> <p>Knowledge of project management skills and techniques.</p>	

	Essential Criteria	Desirable Criteria
Knowledge	<p>Knowledge of financial procedures including accounts and payroll;</p> <p>Knowledge of Local Government and committee processes.</p>	
Personal Attributes	<p>Good interpersonal skills;</p> <p>Ability to lead and motivate a team;</p> <p>Ability to work with colleagues to meet deadlines and deliver projects within set timescales;</p> <p>Ability to use own initiative appropriately.</p> <p>A flexible approach to work and working hours.</p> <p>Self-motivated and a positive attitude.</p>	<p>Full clean driving licence and access to a vehicle.</p>
Other	<p>Ideally we are looking for someone with excellent attention to detail who has proven experience in looking after the financial affairs of a multi-disciplinary organisation, and would be able to effectively lead the corporate services of Uckfield Town Council and ensure our financial records remain sound and well maintained.</p>	