

Job Description

Post Details			
Job Title:	Responsible Finance Officer (RFO)	Remuneration:	Scale Point 26 – 28 FTE £30,984 - £32,798 pro rata
Hours :	Part-time 20 hours per week	Annual Leave (excluding bank holidays)	TBC

Job Purpose
To provide support and advice to the Clerk, Assistant Clerk and all Councillors on any matters that fall in the scope of the responsibilities below.

Reporting Relationships
Accountable to: Town Clerk
Responsible for:

Duties and Responsibilities
Budget Committee Meetings: Raise an Agenda and publish in the correct time frames for 3 meetings a year. To attend and provide support and information for the Chair of the meetings.
Reporting to Council: To prepare financial reports of the Council covering budget monitoring, fund balances, receipts and payments and other relevant matters.
Precept: To prepare and submit the precept to North East Derbyshire District Council at the correct date and to provide any figures required for inclusion in the Council Tax Bill information as required by statute.
Bank: Ensure monthly bank reconciliations are carried out and discrepancies investigated on a monthly basis. Ensure appropriate sign off by Council, as per the Financial Regulations.
Financial Regulations: Ensure the Financial Regulations are fully observed and revised at least annually and updated in accordance with any published amendments or agreed Council amendments.
Payments: To ensure that all suppliers invoices are checked, loaded and processed for payment in a timely manner. Reconcile to statements where appropriate. Compile and process monthly approval lists of direct debits and payments to be made monthly. Load onto the online banking and gain authorisation from councillors.
Income: To oversee that all receipts/monies due to the Council is invoiced and collected promptly. To regularly bank all monies received by the Council and input receipts onto the ledger.
Payroll/Pension: Collate the monthly payroll information for processing. Ensure HMRC is paid for the PAYE and NI liability with in HMRC deadlines. Upload the monthly pension payments and ensure contributions are paid on time. Ensure auto re-enrolment happens with in the Pension Regulators time frames.
Fixed Assets: To maintain the Council's fixed asset register.
Risk Management: Review and update the Council's Financial Risk Register at least annually.
Service Contracts: Review and manager service contracts to ensure value for money.
Insurance: To manage and advise on the Council's insurance policies and handle any insurance claims and report to council.

Internal Controls: Review and monitor the Council's systems and ensure that proper checks and controls are in place alongside the appointed Internal auditor.
Internal Audit: To arrange for appropriate Internal Audit in accordance with the Financial Regulations. Prepare and provide requested information for the twice yearly appointed Internal Auditor.
VAT: To take overall responsibility for the prompt submission of VAT Return Forms for repayment claims on a quarterly basis electronically.
Investments and Cashflow: To manage and report to Council on the Investment accounts. To manage the cash flow of the Council's money and bank accounts.
Annual Returns and Accounts: Produce the year-end Financial Statements and the Councils Accountability and Governance Return (AGAR) in accordance with applicable legislation and guidelines. Within the applicable time frames and to be provided to the Council's External Auditors for inspection and sign off.
Budget: To work alongside each Committee to prepare an annual budget. To monitor and report spending to budget and provide explanations for variances.
Thomas Taylor Charity Fund: To ensure the Charity is run with in the Charity Commissions Guidance and annual returns are submitted in accordance with Charity Law.
Mayors Charity Fund: To oversee in the management of the Mayors Charity Fund. To report any incidents of questionable activities in relation to public funds management to the Clerk or Leader of the Council, whichever is most appropriate.

Duties and Responsibilities – General
To answer the phones and deal effectively with general queries from members of the public.
To respond to emails in a prompt and timely manner.
To handle any general administrative duties required within the office.
To take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health & Safety legislation, and Council Codes of Practice and Procedures.
To exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
To promote and deliver fair, sensitive and quality services as a commitment to and understanding of the Council's approach to equality and diversity.
To comply with the Council's policies and procedures.
To ensure confidentiality at all times.
To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.

Disclosure & Barring Service check
Basic DBS Check

Date Produced/Last Amendment
January 2022

Employee Signature
..... Date:
This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Authority will expect this job description to be subject to revision.

Responsible Finance Officer (RFO) - Person Specification

Qualifications and Experience	Essential or Desirable	Identified by
GCSE's or equivalent qualification or relevant experience	E	Application Form
Relevant finance or book-keeping qualification such as AAT, CIMA or ACA	E	Application Form
Relevant administration and/or IT qualifications or experience	E	Application Form
Good interpersonal skills, be able to communicate effectively including the ability to act with tact, sensitivity and diplomacy	E	Application Form / Interview
Experience of general administration, including answering phones, providing a reception service and dealing with a range of administrative tasks at the same time	E	
Ability to learn and be adaptable to changes in procedures and technology	E	
Ability to assess and react quickly to situations as they unfold	E	
Working knowledge of IT (use of Microsoft Word, Excel, Teams and Outlook)	E	
Experience of working with or within a Town or Parish Council setting, with knowledge of how Town / Parish Council's operate	D	
Good time management skills	E	
Experience of minute taking	D	
Local knowledge of Dronfield	D	

Personal Qualities	Essential or Desirable	Identified by
Flexible and willing to contribute to the success of the team.	E	Application Form / Interview
Reliable and punctual	E	
Ability to be motivated and work within a team.	E	
Strong Customer Focus	E	
Ability to maintain confidentiality at all times.	E	
Enthusiastic and self-motivated	E	
Ability to work under pressure to meet deadlines and to cope with problems calmly and effectively	E	
Methodical and well organised	E	
Positive 'can do' attitude and able to use own initiative to react to situations and deliver a quality service at all times.	E	
Ability to understand and consequently work within strict financial regulations, codes of conduct, policies and procedures	E	
Honest personality with drive to achieve	E	
Willingness to work at evenings and weekends to support meetings and events, when appropriate	E	
Ability to learn and take on 'higher-level' tasks.	E	