

Job Details

Job Title: Responsible Financial Officer (RFO)

Job Reports to: The Town Clerk and Councillors

Responsible for: None

Normal location: Nelson Town Hall

Working Hours: 4 hours per week (Usual working hours 9:00am – 13:00pm one day per week) with occasional additional evening work to report to Full Council and the Finance and General Purposes Committee (which is given back as TOIL)

Salary: Between £12.98 - £14.42 per hour

Holidays: 21 days per year, inclusive of bank holidays (pro rata)

Probation period: Six Months, with interim review at Three Months

Conditions of Employment: Permanent Post in line with NTC Contractual Conditions

Job Purpose

The Responsible Financial Officer (RFO) will assist the Clerk of Nelson Town Council with their duties as required and will specifically be responsible for the financial direction needed to properly manage the assets of the Council. All duties are to be carried out in accordance with the Council policies and regulations. In conjunction with the Clerk, the RFO will prepare financial reports as required by the Council and its Finance and General Purposes Committee (F&GP). The RFO will prepare the F&GP Committee meeting agendas and supporting documents and will attend the meetings to provide relevant advice.

The RFO will support the Clerk of Nelson Town Council in providing detailed financial guidance as to the availability of financial resources in line with Policy as determined by the Council.

The RFO will manage compliance with annual accounting requirements including completion of the Annual Governance Statement and conclusion of Audit.

The RFO will manage the day to day financial process including the overseeing of bookkeeping, ensuring all financial transactions and bookkeeping entries are recorded correctly in the Council's accounting records promptly and that the Omega Financial Systems is kept up to date, as well as monitoring and updating the Asset Register and Asset Register Policy where necessary. Also, The RFO will produce the monthly management accounts, Annual Accounts and financial reports for Council Meetings.

The RFO will be responsible for compliance under the General Data Protection Regulations including CCTV and will also assist the Clerk of Nelson Town Council in the development and implementation of policies.

The Responsible Financial Officer is responsible for:

- The financial management of the Council, incorporating compliance with annual accounting requirements.
- The management of the Council's accounting records, including the recording of all day-to-day transactions, VAT returns, banking activity, payment scheduling and all aspects of payroll.
- Developing the three year and annual budgets in accordance with financial regulations. To provide a regular analysis of budget performance and make recommendations for virements.
- Managing an effective system of financial control including making appropriate arrangements for internal and external audit as directed by the Council.
- Maintaining effective arrangements for the management of insurance services.
- Updating and monitoring the Asset Register and Asset Register Policy.

Key Accountabilities

Legal Obligations

- Ensure observation of legal / statutory requirements.
- Ensure risks on the Council Risk Register are updated on changes in service delivery and regularly reviewed.
- Monitor and advise on legislative change.
- Ensure correct accounting process and budgeting procedures are followed.
- Exercise authority to spend up to £1,000 (or such other sum, as provided for in the Council's Financial Regulations at the time) and to comply with the Council's scheme of financial delegation.
- Issue the Precept to Pendle Borough Council.

Entrepreneurship:

- Study relevant reports / other data and do research to maximise outcomes for Council assets and services.
- Draw up proposals and advise on practicality / likely effects.
- Review of contracts and approval of subsequent variations.
- Manage applications for external funding, including overseeing the bid-writing by staff or externally appointed contractors/ consultants.
- To attend training courses/conferences when agreed by the Council.
- The development of budgets and financial planning in relation to funding applications, for example, an application to the Heritage Lottery Fund.

Financial Management:

- To support and advise the Clerk of Nelson Town Council to plan, facilitate and prepare the Council's annual revenue and where applicable, capital budgets, working to agreed timescales and ensuring compliance with any applicable accounting guidance or legislative requirements; to produce the Council's Budget Book.
- To work with the external bookkeeping firm to ensure production of the Council's Annual Governance, Accountability and Financial Annual Return. Including preparation of information for Internal and External Audit and to ensure that the statutory requirement to publish the accounts and exercise of public rights to access such information is complied with always.
- To review, develop and improve the council's procurement process to ensure good value is being obtained and to ensure compliance with such processes.
- To review and update annually the Councils financial regulations. To ensure appropriate schemes of the financial delegation are in place that is suitable and sufficient for the day to day operational needs to be met relative to the size and complexity of the organisation and to ensure that control mechanisms are in place to meet Members requirements regarding the management of financial risk.
- decisions made and take any consequent action required; to attend Committee where required.
- To research and assist in developing and introducing innovative approaches to service delivery across the Council including attendance at Member/Officer Working groups and participation in Project Teams as required.
- To keep up to date with any proposed and actual legislative and professional changes.
- To review the provision of insurance cover for the Council's assets and liaise with the insurers as required on an ongoing basis. Ensuring prompt dealing with, (for example), The addition of new risks to policies, changed circumstances, dealing with queries about the level of cover, insurance for one-off events as required and to prepare tenders as required on expiry of existing arrangements. This includes maintaining of all records related to properties/assets and management of NTC's Fixed Asset Register.

General:

- To maintain Council standards and professionalism.
- To liaise and attend meeting with other partners and Governmental bodies.
- To attend internal and external meetings as required including evenings.
- Unsocial / weekend working may be required in line with Council needs.

Key Additional Accountabilities:

- As Nelson Town Council is a small team, you will be asked to be flexible to provide support during busy periods and during Nelson Town Council events.
- Ensure that you follow all Nelson Town Council Policies and Procedures.
- To undertake such other duties as may be required and as are commensurate with the grading of the post.

Job Skills, Experience and Qualifications

Essential

- Excellent written and verbal communication skills.
- Ability to communicate and be patient with all kinds of people who may visit or contact the Town Hall.
- Self-diary management and the ability to work on own initiative.
- Excellent team working skills.
- Excellent customer service.
- Management of budgets.
- Full Membership of the AAT or equivalent relevant professional qualification.
- Understanding of and practical ability to use Rialtos Business Suite financial systems or equivalent computerised bespoke accounting system.
- Knowledge of Accountancy processes including year-end close down of accounts.
- Excellent numeracy, accuracy and speed in preparation maintenance and monitoring of both manual and computerised records.
- Relevant technical knowledge, or the ability to learn said knowledge quickly.
- Experience in undertaking detailed reconciliations and balancing of accounts.
- Highly organised, enthusiastic, driven, resilient and flexible in approach.
- Confident, assured presentation skills.
- Excellent team working abilities.
- Excellent use of Microsoft Applications Word/Excel PowerPoint.
- An understanding of how local Council meetings are run.
- Experience of working in a flexible, fast-paced work environment.

Desirable:

- Full membership of a CCAB recognised organisation (CIPFA, CIMA, ACCA)
- Procurement Qualifications (e.g. CIPS)
- Clean UK driving licence.