

SELBY TOWN COUNCIL

TITLE OF ROLE: FINANCE MANAGER AND RESPONSIBLE FINANCE OFFICER (RFO)

HOURS OF WORK: 23 PER WEEK (3 DAYS)

SALARY: SCP 26-29 (£29,636 - £32,029 pro rata)

RESPONSIBLE TO: TOWN CLERK

JOB DESCRIPTION

Purpose of post:

- To act as the Town Council's adviser in all financial matters and to ensure the efficient exercise of all decisions taken by the Council
- The RFO is the designated responsible Financial Officer under Section 151 of the Local Government Act 1972 (details of the responsibilities are outlined within the job description). The Town Clerk is the Head of the Paid Service and Proper Officer in all cases where such a designation is so required
- The RFO together with the Town Clerk, is under a statutory duty to carry out all the functions and to serve or issue all the notifications required by law of a Local Authority Proper Officer
- To provide the Council with the necessary information for making effective decisions and to implement constructively all decisions made
- To be responsible for the effective management of the Town Council's finances including investments
- To be responsible for the effective management of the Town Council's resources

Duties and Responsibilities

Policy

Working with the Town Clerk:

- 1 To contribute to the formulation, development, revision, monitoring and review of the Council's policies and objectives
- 2 To draw up either personally by initiative or as a result of suggestions by Councillors, proposals for consideration by the Council and to advise on the practicability and the likely effects of specific courses of action around financial matters

Personnel

- 1 Where appropriate, supervise other members of staff in line with Council practice and procedures
- 2 Ensure the proper safety of all Council employees whilst at work as prescribed in the Health and Safety at Work Act

Finance

- 1 Ensure the proper control of all the Council's financial dealings including necessary records (whether legally required or not)

- 2 Ensure the application of budgetary control of all the Council's expenditure and income
- 3 To carry out the preparation of budgets of expenditure and revenue for consideration by the Town Clerk and Council
- 4 Ensure the investment and security of the Council's finances to the best reasonable advantage
- 5 The proper care and security of all cash and the moneys of the Council in collection and banking
- 6 Ensure submission of all necessary records and documents to the Council's appointed Auditor and secure the Auditors final approval
- 7 Ensure the proper care, security and adequate insurance of all the Council's assets
- 8 To advise the Town Clerk to ensure the most advantageous purchasing terms for the Council
- 9 To be responsible for the regular and accurate entry of accounts into the RBS system including input, reconciliation and production of reports
- 10 To provide regular budget information and updates to the Town Clerk, the Resource Manager and Arts' Officer.
- 11 To process payroll for all members of staff including pensions, NI and Union subs, produce reports and record and store information accurately and confidentially
- 12 To assist in the preparation, management and ongoing maintenance of the Asset Register
- 13 To ensure the timely preparation and delivery of all financial reports for the Town Clerk, Chair/Leader of Council and Chairs of Finance & Staffing and Land and Property to fit in with the agreed Council schedule of meetings

Administration

- 1 To ensure that legal, statutory and other provisions governing or affecting the running of the Council are observed
- 2 To assist the Town Clerk in preparation for reports and agendas for meetings of the Finance & Staffing sub-committee and attend the meetings and keep notes of decisions
- 3 Execute promptly all decisions and resolutions recorded in the Minutes of Finance & Staffing sub-committee
- 4 To receive and deal with all relevant correspondence as agreed with the Town Clerk
- 5 To work with the Town Clerk to prepare the agenda for the annual Grants meeting and ensure implementation of decisions made

Selby Community Trust

- 1 To carry out the preparation of budgets of expenditure and revenue for consideration by the Town Clerk, Chair of the Community Trust and its Trustees
- 2 Ensure the application of budgetary control of the Trust's income and expenditure
- 3 Ensure the submission of all necessary records and documents to the appointed Auditor of the Trust and the Charity Commission

General

- 1 Where appropriate and in liaison with the Town Clerk, liaise with other authorities and agencies
- 2 Attend Training courses and Conferences as required by the Council
- 3 Undertake any duties which may from time to time be reasonably required.
- 4 To work towards maintaining the Town Council's Quality Council status.

SELBY TOWN COUNCIL

RESPONSIBLE FINANCE OFFICER (RFO)

PERSON SPECIFICATION

1. Previous knowledge and experience of local government legislation and administration particularly around financial requirements and legislation.
2. Holds a relevant and appropriate financial qualification or is willing to work towards it.
3. Ability and willingness to work within the Council's RBS Financial system including willingness to undertake training to fulfil the RFO role
4. Ability to advise on policy issues and to contribute to objectives
5. Knowledge and experience of IT systems available to provide effective and efficient administrative and financial management
6. Ability to advise elected Members on financial issues
7. An understanding and commitment to equal opportunities issues and ability to work co-operatively within a diverse and dispersed team of staff
8. Competence and experience of significant financial management together with an understanding of budget analysis and process
9. Ability to relate to and gain confidence of elected members, local community and outside organisations particularly around politically sensitive issues
10. Ability to prioritise work, set targets and work in a busy environment
11. Willingness to work flexibly and attend evening meetings and be available for occasional weekend commitments
12. Excellent oral, written, reporting and inter-personal skills
13. Knowledge of health and safety legislation and procedures for conducting risk assessments
14. Ability to deal sympathetically with colleagues, elected members and the public

DESIRABLE:

15. Ability, with appropriate training, to maintain and update websites.

SELBY TOWN COUNCIL
JOB APPLICATION GUIDANCE NOTES

The information you give in your application is all that will be used to determine whether or not you should be interviewed for the post. **CV's alone are not accepted.** It is vitally important that your application form contains all the information that is necessary to secure an interview. The following may be of assistance to you.

Acquaint yourself with the Application Form. If you would prefer, the form can be filled in electronically. Do not hesitate to ask for an electronic version.

Read through the Job Description and the Person Specification. The Job Description is a summary of the tasks that you will have to undertake and the Person Specification lists all the criteria by which the council will measure every applicant. Make sure your application form addresses both of these documents in order to maximise your chance of being called for interview.

Completing the Application Form

- If you are submitting a written application, please use black ink. Fill in the factual sections first of all. Provide all of the personal information that is asked for i.e. name, address, telephone number etc.
- Applications that have been requested by e-mail **must** still be forwarded to Selby Town Council by post or by hand delivery.
- Take time to fill in the application form. Why not prepare a draft application on a separate piece of paper? By taking time, your application will be free of mistakes, possible repetition and ensure that the final version is well presented, informative and a real reflection of you.
- Please provide as much information as possible about how you can be contacted (telephone numbers, e-address etc)
- Under previous employment, please work back in time. If you have more employers than there is space for, please include the information on a separate piece of paper but indicate you have done so on your application form.
- Your educational record should be recorded sequentially i.e. start with school and move onwards in time. If you hold any professional qualifications please list them even if you feel they are not relevant to the position for which you are applying. List any training you have undertaken (this can include in-house training with former employers).
- Make the fullest use of the section in which you are asked to provide information about why you wish to apply for the post on offer. Link your experiences to the Job Description and the Personal Specifications. Tell us about any skills you may have. Remember, experiences gained elsewhere (e.g. voluntary work, sporting activities, family life) are all transferable and therefore valid. Please feel free to use additional sheets of paper if needed
- Think carefully about who you would like to act as your referees. It is preferable to provide at least one present, or recent, employer although the council recognises that

this may not always be possible where an applicant is commencing or re-joining working life. It is the council's practice that references will only be taken up if you are offered the post although there may be instances where it is necessary to do this in advance. Any appointment will be subject to the receipt of suitable references.

- Please tell us the earliest date when you could commence employment with the council.
- Do not forget to sign the application form and date it. We will not be able to process your application if this is not done.
- Remember to allow enough time for your application to be delivered by post. The application states when completed forms must be returned by.
- Only hard copy applications will be considered.

Additional documentation

- Some positions with the council are such that there is a need for a Disclosure and Barring Service (DBS) check to be carried out. This may even involve seeking an enhanced disclosure. ***If this applies to the vacancy you are applying for, you will have been informed of this in the application pack that has been sent to you.***
- Please ensure you complete the GDPR Consent Form, without that consent the Council will not be able to process your application.
- Applicants are asked if they would be kind enough to complete the Equal Opportunities Monitoring Form which assists the council monitor its recruitment.

General points

- Keep your information concise and to the point
- Make a copy of your application form. You are free to refer to this in your interview.
- It is the council's practice not to inform candidates if they have not been called for interview, however if an email address is provided, unsuccessful interview candidates will be informed by this medium
- Candidates called for interview, but who have been unsuccessful, can be provided with feedback if it is requested.

We look forward to hearing from you

APPLICATION FORM

Private and Confidential

Please complete all sections in full, in **black** ink or typescript

Personal information

Post applied for:	
Post reference:	
Full Name:	
Address:	
Telephone Number (home or mobile):	
Telephone Number (work):	Can you be contacted at work?
E-mail address (optional):	

Employment

Present/most recent employment: (please indicate whether or not you are still in employed)		
Name and address of employer	Position held	Summary of duties
Previous employment (please give your latest employment first and explain any periods not accounted for. Continue on a separate sheet of paper if needed)		
Name and address of employer	Position(s) held	Summary of duties

Education

School/college/ university/further education	Subjects studies	Results/grades

Professional qualifications:
Other qualifications and training relevant to this post:

General

Are you entitled to work in the United Kingdom?
Have you any criminal convictions you should disclose? If so, please give details (other than for spent convictions under the Rehabilitation of Offenders Act 1974, see explanatory notes)

Please use the space overleaf to explain why you are applying for this post and to give any additional information you feel may be relevant to your application. Please include any voluntary/social/sports or statutory activity where skills and experience have been gained that may assist you in your application. You may continue on a separate sheet of paper if necessary. You are advised to use the Job Description and Person Specification as an indicator of the skills, experience and attributes that are required.
--

References:

Please give the name, address and telephone numbers of two referees. At least one should be a present or most recent employer. Please indicate in what capacity you know the referees.

Name:	Name:
Position:	Position:
Address:	Address:
Post Code:	Post Code:
Telephone number:	Telephone number:
Capacity:	Capacity:

May references be taken up prior to interview (please indicate)?
When would you be available to take up appointment? Immediately

Please check that all sections of this application form have been completed.

Declaration:

I hereby declare that, to the best of my knowledge, the information given on this form is correct and complete and can be treated as part of any subsequent Contract of Employment. I understand that if any statement is false or misleading, or if I have withheld relevant information, my application may be disqualified or, if I have already been appointed, disciplinary action may be taken which may result in dismissal. This declaration does not affect my rights under the Rehabilitation of Offenders Act 1974.

Signed: Date:

Please return this form to Selby Town Council, Town Hall, York Street, Selby, YO8 4AJ or email it to g.bell@selbytowncouncil.co.uk by 12 noon, on Friday 25 October 2019

Interviews will be held on Thursday 14 November 2019, if you have not been invited to interview by that date, you may assume that your application has been unsuccessful.

FOR OFFICE USE ONLY:

Received	<input type="text"/>	Decision	<input type="text"/>
Interview	<input type="text"/>	Decision	<input type="text"/>