



Kesgrave Town Council

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Job Title: Responsible Financial Officer (RFO) to Kesgrave Town Council.

CONTEXT

The RFO advises on finance and procedures of the Council and should understand and comply with the Governance and Accountability Guide and Financial Regulations. The RFO will conduct research on matters affecting the Council's finances and will conduct any duties expected under the employment contract, job description, person specification and standing orders/financial regulations of the Council.

Overall Purpose of Post

- To act as the Council's Responsible Financial Officer (RFO);
- Requirement to attend evening full Town Council Meetings and Finance and Governance Committee Meetings. (Currently Monday evenings);
- Responsible for the Budget, day-to-day finances, including wages, national insurance contributions, income tax deductions, insurance, utilities etc. and financial reporting;
- Responsible for preparation of documents for the Town Council's Website, ICT services and office infrastructure, in conjunction with the Town Clerk and Proper Officer of the Council;
- Compliance with relevant Standing Orders/Financial Regulations of the Council;
- Compliance to relevant legislation and statute.

Main Duties and Responsibilities

- Responsibility for financial management, ensuring financial controls and procedures are observed and accurate records kept, which meet with Standing Orders/Financial Regulations and current legal requirements;
- Responsibility for financial control on a day-to-day basis and ensuring financial tasks are delegated appropriately and undertaken effectively;
- Provide financial support, reports and guidance to the Council;
- Manage and maintain procurement policies and procedures (tenders/sealed tenders), and management of any external financial related contract/contractors;
- In conjunction with the Clerk/Proper Officer ensure that suitable SLA's (Service Level Agreements) are in place for outsourced contracts, services or activities;
- Bank reconciliations, managing restricted and unrestricted funds, internal recharges, maintaining Financial Director (software package), and producing quarterly and required management reports;
- Preparing and production of the annual reports and accounts in a timely and accurate manner;
- Liaising with internal and external auditors;

<ul style="list-style-type: none"> • Leading, planning and compiling Town Council budgets and presenting them to the Council; • Responsibility for the payroll of employees and administration of the pension scheme (LGPS and NEST); • Preparing VAT returns and other statutory returns; • To act as day-to-day contact for the Council's bankers and utility suppliers; • Ensure that the Council has adequate levels of insurance in place at all times, including for "one-off" community events; • Develop and maintain the Council's financial systems; • Maintain the Council's Assets Register, (in conjunction with its insurance policy); • Ensure contact with the Council, Staff, Bank, Funders, Auditors etc. is maintained at the appropriate level and professionally, and ensure that there is an efficient management system in place.
Reports to: <ul style="list-style-type: none"> • Clerk and Proper Officer

Person Specification

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Professional qualification or good workplace experience. • Knowledge of Financial Director or an equivalent Accounting Package. • Financial awareness and excellent numeracy skills. • Computer literacy e.g. Word, excel, e-mail. • Knowledge of office management processes. 	<ul style="list-style-type: none"> • Knowledge of Kesgrave and issues affecting it.
Skills	<ul style="list-style-type: none"> • Good communication and interpersonal relationship skills. • Proven organisational skills. • Ability to organise and prioritise work activities and meet deadlines. • Analytical skills, attention to detail, ability to plan and co-ordinate. 	<ul style="list-style-type: none"> • Able to maintain a high work rate and to handle a range of tasks, whilst completing priorities.
Qualifications, Training and Experience.	<ul style="list-style-type: none"> • Evidence of higher level administrative experience in a customer facing, busy, service-driven environment and organisation. 	<ul style="list-style-type: none"> • Local Government experience, background and relevant professional qualification, including CiLCA.

	<ul style="list-style-type: none"> • Local government experience and background. • Experience of report presentation, both literary and verbal. • Experience of developing, delivering and monitoring financial strategies. • Experience of reporting accounting transactions and maintaining accounting records. • Experience of producing management accounts and other analysis. • Experience of budgeting and forecasting. • Experience of ensuring financial procedures are adhered to. 	<ul style="list-style-type: none"> • Recognised financial qualification, or the equivalent gained through experience. • Significant experience of governance management.
Attributes and Attitudes	<ul style="list-style-type: none"> • A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality. • Ability to display a non-judgemental, open-minded approach. • An enjoyment of working with all ages and groups within the community. • Capacity for creative and strategic thinking. • Ability to work with limited supervision. • Commitment to the principles and practice of equal opportunities. • Willingness to develop own skills and attend training where necessary. • High achievement, motivation, and ability to plan and manage own workload within timescales • Flexibility, proactive and able to work under pressure. 	<ul style="list-style-type: none"> • A willingness to give generously of their time to support Town Council and community events and activities.
Other	<ul style="list-style-type: none"> • Access to transport. • Awareness of issues surrounding confidentiality. 	<ul style="list-style-type: none"> • Own car and full driving licence.

	<ul style="list-style-type: none"> • Availability to work evenings. • Establish excellent professional relationships with Town, District and County Councillors and inter-agency colleagues, remaining calm and impartial and an awareness of political sensitivities. 	
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