

DEPUTY TOWN CLERK / RESPONSIBLE FINANCE OFFICER (RFO)

JOB DESCRIPTION

Job Title	Deputy Town Clerk / Responsible Finance Officer (RFO)
Pay Grade Parameters	SCP 35 – 38 (£44,711 to £47,754)
Hours per week	37 Hours per week including some evening and occasional weekend working.
Location	Haywards Heath Town Hall, Boltro Road
Responsible to	Town Clerk
Responsible for Broken into three categories.	<ul style="list-style-type: none">• Deputy Clerk to support, and assist the Town Clerk in ensuring that statutory duties of the Council are carried out and deputise in his absence.• Responsible Finance Officer (RFO) to ensure that the office and financial systems are maintained efficiently and in good order and that information is easily accessible for the Town Clerk and elected members. <u>This role has the support of the Council's Administration Officer.</u>• Management of the Council's Planning Committee Clerking includes the administration of household planning applications, responses to the planning authority and highways authority on consultations. Furthermore, to support the Town Clerk with large planning applications and the strategical development of Town Council planning policies in line with the Haywards Heath Neighbourhood Plan. <u>This role has the support of the Council's Committee Clerk.</u>

Main Duty and Responsibilities - Deputy Clerk

1. To assist the Clerk in ensuring that legal, statutory and other provisions governing or affecting the running of the Council are observed.
2. To prepare, in consultation with the Clerk and appropriate Members, agendas items for meetings of the Council and its Committees and to attend such meetings when necessary.
3. To receive correspondence and documents on behalf of the Council and to deal with the correspondence or documents and bring such items to the attention of the Clerk.
4. To study reports and other data on activities of the Council and in matters bearing on those activities where necessary and/or appropriate to discuss such matters with the Clerk and specialists in particular fields.
5. To jointly monitor with the Clerk the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
6. To attend training courses on the work and role of a Deputy Clerk, and to be prepared to temporarily undertake the role of Clerk when, and if, necessary due to illness or absence.
7. To manage the Town Hall hirings and the work of the caretaker. This also include associated hiring fees.

8. Any other duties of a temporary nature which may be required from time to time to ensure the smooth running of the Councils affairs.

Main Duty and Responsibilities - Planning Committee

1. To be responsible for the Clerking and administration of the Council's Planning Committee for household planning applications with the support of the Committee Clerk.
2. To direct the Committee Clerk who issues the Planning Committee Agenda on a three weekly basis.
3. To attend the meetings with the Committee Clerk acting at the Clerk to Council with the support of the Committee Clerk.
3. To support the Town Clerk with large strategic planning applications and the strategical development of Town Council planning policies.

Main Duty and Responsibilities - Responsible Finance Officer (RFO)

1. Providing day-to-day financial management of the Council under the direction of the Town Clerk.
2. Managing the Council's financial affairs within the legal framework for local authorities and to comply with current legislation, statements of recommended practice and accounting codes of practice.
3. Ensuring that the Council complies with the Standing Orders and Financial Regulations at all times.

Specific Responsibilities

1. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met.
2. To issue invoices on behalf of the Council for goods and services to ensure payment is received.
3. To deal with all necessary activities in connection with the management of the salaries, of all staff.
4. To manage the Council's commitment to the Local Government Pension scheme and ensure that all staff pensions are managed appropriately and that the Town Council contributions are met.
5. To receive and report on invoices for goods and services to be paid for by the Council and ensure such accounts are met.
6. To ensure that the Council's bank accounts are monitored and reconciled in accordance with the Council's Financial Regulations.
7. To prepare for the bi-monthly Policy and Finance Committee, management accounts, bank reconciliations, investment reports and reserves summaries for presentation, together with explanations of major variances and details of all committed expenditure.
8. To ensure that all VAT (Value Added Tax) returns and other HMRC deductions are submitted correctly and on time.
9. To ensure that all staff are paid in a timely manner on the 28th of each month and all requirement for tax and national insurance are met and reported to HMRC.
10. To prepare annual revenue and capital estimates for the Council so to prepare and make recommendations to the Council for its annual budget and the amount needed to be precepted in the following year.

11. To prepare the Council's annual Financial Statements in accordance with applicable legislation and guidelines and provide such information as the auditors may require when carrying out the annual internal and external audit.
12. To ensure that the Council's Asset Register is maintained in a suitable manner to meet auditor's requirements.
13. To prepare the annual Statement of Internal Control and seek the Council's approval of such statement every year.
14. To review and monitor the Council's internal control systems and ensure that proper checks and controls are in place. This includes investment policies and financial risk assessments.
15. To monitor and ensure implementation of all necessary procedures and documentation to ensure appropriate financial management across all the Council's activities.
16. To work with the Clerk to devise and implement a system of risk management covering all aspects of the Council's activities, carrying out an annual review of the Council's risk management strategy.
17. To participate in the preparation of other strategic reviews as required and make recommendations.
18. To regularly carry out reviews of provision of service ensuring the most cost-effective suppliers are in place and to obtain quotes and estimates and issue tender invitations for goods and services as directed by the Council.
19. To carry out other specific tasks and/or duties as directed by the Council from time to time.

Ends – see next page for Personal Specification.

PERSONAL SPECIFICATION

Key Requirements	Essential / Desirable
Experience	
Previous practical working experience (preferably two years or more) in a financial capacity.	E
Experience of producing reports with a high degree of accuracy in spelling, layout and grammar.	E
Experience of presenting reports at meetings.	E
Experience in preparing, writing, monitoring and analysing budgets.	E
Experience in being a Parish Clerk or Deputy Clerk.	D
Experience of staff management.	D
Experience in computer-based payroll to manage salaries and wages (sage payroll) and pensions.	D
Experience in pensions administration.	D
Experience in VAT administration and reclaims.	D
Experience in public sector financial accounting including closing off year end accounts and the Annual Governance and Accountability Return (AGAR).	D
Experience in local planning matters relating to household planning application.	D
Qualifications	
Maths GCSE – grade A-C or equivalent.	E
A Levels or five years of report writing.	E
MS Office suite skills (to include Outlook, Word and Excel).	E
Certificate in Local Government Administration (CiLCA) or equivalent council qualification (Can be undertaken on the job).	D
Financial Introduction to Local Council Administration (FiLCA) (Can be undertaken on the job).	D
Skills	
Ability to keep accurate records.	E
Sensitive in dealing with the public and with matters of confidentiality.	E
Sound written communication skills for report and email/letter writing.	E
Excellent verbal skills to communicate with people at all levels.	E
Able to plan and prioritise own workload and meet challenging deadlines.	E
Ability to keep up to date with accounting systems and software.	E
Ability to produce financial documents required for audit and year end accounts.	E
Personal Attributes	E
A flexible approach to work – a team player.	E
Understanding the importance of good customer relations.	E
Able to demonstrate a broad understanding or commitment to Equal Opportunities and Diversity.	E
Able to demonstrate a broad understanding of General Data Protection Requirements.	E
Committed to ongoing personal development.	E
Able to gain confidence of peers and colleagues / act as a role model.	E