

Madeley Town Council
Responsible Finance Officer
22.5 hpw working Tuesday to Thursday 8.30am–4.30pm
Scale 30-32 up to £26,043 (actual salary)



Job Description

Job Purpose

- To ensure Corporate Governance and Financial Administration of the Council with specific responsibilities for accounts and financial records.
- To maintain good governance, accountability, and transparency in accordance with regulatory requirements, accounting guidance and proper practice (Governance and Accountability - Practitioners' Guide 2019)
- To ensure that the Council's finance monitoring and reporting is carried out in accordance with Standing Orders and Financial Regulations
- To ensure that the Annual Audit of accounts is undertaken in line with LGA guidelines and reported accordingly
- To ensure that the Council's annual budget and Precept is set and managed
- To manage and oversee the Council's payroll contract with Telford & Wrekin Council

Major Tasks

- Maintain effective procedures to accurately and promptly record all financial transactions and maintain up to date accounting records throughout the financial year - retaining and filing all original documents and ensuring invoices are issued promptly as are payments to suppliers.
- Maintain the computerised financial records of the Council and the administration of its finances within the approved budget.
- Prepare budgets of expenditure and income for consideration by the Council and its Committees.
- Apply budgetary control of all the Council's expenditure and income.
- Prepare payment schedules for approval by the Council and its Committees.
- Deal with queries and matters arising from invoicing of users and payment of suppliers.
- Regular review of aged debts and action where required to deal with late payments and non-payments.
- To maintain the purchase ledger and payments system, the sales ledger, cashbooks, undertake bank reconciliations and calculate and complete quarterly VAT returns in compliance with deadlines.
- Raise sales ledger invoices in respect of rent and other ad hoc invoices as required and to oversee the raising of invoices for hiring.
- Oversee the purchase ordering.
- Maintain a petty cash system and electronic card payment system.
- Ensure the proper care and security of all cash and the moneys of the Council in collection and banking.
- Reconciliation of all cash movements on a regular basis including monthly bank reconciliations.
- To make appropriate banking arrangements.
- To prepare the annual budget estimates/forecasts and recommendation of the precept to be reported to the Council, having consulted all committees and included their recommendations, in conjunction with the Town Clerk.

- To prepare the year end accounts, annual report and supporting statements for audit and complete the Annual Return for the Council's External Auditor, in conjunction with the Town Clerk.
- To liaise with the Town Council's payroll provider to ensure accurate salary payments, NI, PAYE, Pension, HMRC returns, along with ensuring that all Inland Revenue and Shropshire Council annual returns are prepared and completed.
- Assist the Town Clerk to ensure the Council's policies and procedures are carried out in relation to the financial administration of the Council.
- Assist the Town Clerk to undertake an annual review of Standing Orders, Financial Regulations for relevance and compliance (in particular, any updates and amendments needed to the Council's
- To keep an up-to-date Risk Register for the Town Council.
- To review and prepare the Annual Governance Statement.
- Oversee quotes and tenders for works, goods, contracts, and services as required or requested by the Town Clerk or committee/full council.
- Ensure that the Council's obligations to insure are properly and the proper care, security, and adequate insurance of all the Council's assets.
- Maintain the fixed asset register.
- Carry out checks of stock on a regular basis.
- Prepare reports for meetings of the Council and committees as necessary and attend meetings as necessary/when requested.
- Administer any grant applications which may generate revenue to assist the Council's activities.
- To identify sources of external funding for projects and partnership work. To carry out the necessary research to write and submit funding bids to grant making organisations, including partners and/or stakeholders as required
- The post holder will be expected to commence the FiLCA (Financial Introduction to Local Council Administration) qualification within the first 18 months of appointment and work towards its successful completion within an agreed timeframe.

General

- To assist with the general reception duties at Jubilee House which includes dealing with members of the public, ensuring that their enquiries are met or signposting them to other agencies. Greeting and directing hirers of the facilities at Jubilee House.
- To assist in all community & events organised by Madeley Town Council as and when required.
- To provide cover at Madeley Community Library in the absence of the Librarian and First Point Officer.
- To provide cover at The Hub on the Hill Community Centre in the absence of The Hub on the Hill Manager

Contacts

- There will be regular contact with a wide range of, customers, clients, members of the public, local authority, community organisations, agencies tenants and suppliers.
- The post holder is required to work with other team members on a variety of projects and will be expected to take varying levels of responsibility within those areas of work.
- There will be contact with Town Council and Borough Council members.

Creative Work

- The post holder must be able to show imagination and initiative in taking decisions regarding operational issues, particularly those relating to the local community and partner organisations.

- They will be responsible for identifying areas in which the services and systems of work across the Town Council can be developed and improved and for making sure that resources are used as efficiently as possible.

Decisions Made

- Decisions regarding the day-to-day management of the Town Council's financial operations will be undertaken by the post holder.
- Recommendations will be made to the Town Clerk and/or the Town Council regarding the implementation of change or development of a service or activity.
- The post holder will identify improvements to established working arrangements and suggest new ways of working or improvements.

Supervisory Responsibility

- The post holder is also responsible for the supervision of contractors and ensuring that work carried out is to the required standard.

Supervision Received

- The post holder is responsible to the Town Clerk who will give advice and guidance and who will monitor the post holder's performance. The work programme is determined by the schedule of activities and the post holder is expected to organise and prioritise his/her own workload.

Complexity

- The post holder will be required to use their professional expertise to manage a diverse range of tasks and functions.
- Due to the position of the building, in the centre of Madeley and the nature of some the services that are based in Jubilee House, the post holder will need to show a high degree of sensitivity. On occasion they may be required to face difficult situations and will need to display a calm and caring attitude at all times.
- The post holder will need to be flexible and will be required to undertake some evening and weekend work and must be prepared to change their working hours to provide cover in the event of staff holidays or sickness.
- The post holder will be required to manage and develop a number of demanding projects that are running concurrently, whilst maintaining excellent core services.
- The post holder will be required to respond positively and quickly to changing needs and priorities as directed by the council strategy.

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Person Specification

Qualifications	Essential	Desirable
Educated to degree level or equivalent		✓
A recognised qualification in Project Management		✓
Relevant accounting qualification	✓	
Knowledge & Skills		
Excellent written and oral communication skills	✓	
Strong analytical skills	✓	
General administration skills	✓	
Project Management skills		✓
Managing meetings within set regulations and to a predetermined agenda	✓	
Ability to communicate complex issues to a range of audiences including non-specialists	✓	
Ability to anticipate future needs as well as deliver on current priorities	✓	
Use of IT systems including Microsoft Office	✓	
Ability to build effective working relationships with Council members, staff, and a range of stakeholders	✓	
Knowledge of the statutory duties of a local council		✓
Practical experience of local government financial procedures		✓
Good numeracy and ability to understand financial data	✓	
Knowledge of AdvantEDGE financial package		✓
Work Experience		
Experience in a similar role	✓	
Financial management, including budgetary planning and control	✓	
Procurement of goods and services within predetermined budgets	✓	
Project Management, delivering results to an agreed timescale and within budget	✓	
Independent decision making, applying judgment to refer decision making where necessary	✓	
Delivery of agreed corporate objectives	✓	
Experience of budget setting and monitoring	✓	
Experience of internal and external audit preparation		✓

Experience of end of year accounting	✓	
Experience of financial statute and regulations for local councils		✓
Behaviours and Characteristics		
Focussed on solutions rather than problems	✓	
Ability to work flexible hours including evenings and weekends where required	✓	
A team player, service orientated, innovative, supportive, self-motivated, flexible, and able to demonstrate commitment	✓	
Excellent customer service focus	✓	
Ability to inspire confidence in key stakeholders	✓	
Hold a full driving licence		✓
Energy, enthusiasm, and commitment	✓	