



BLANDFORD FORUM TOWN COUNCIL

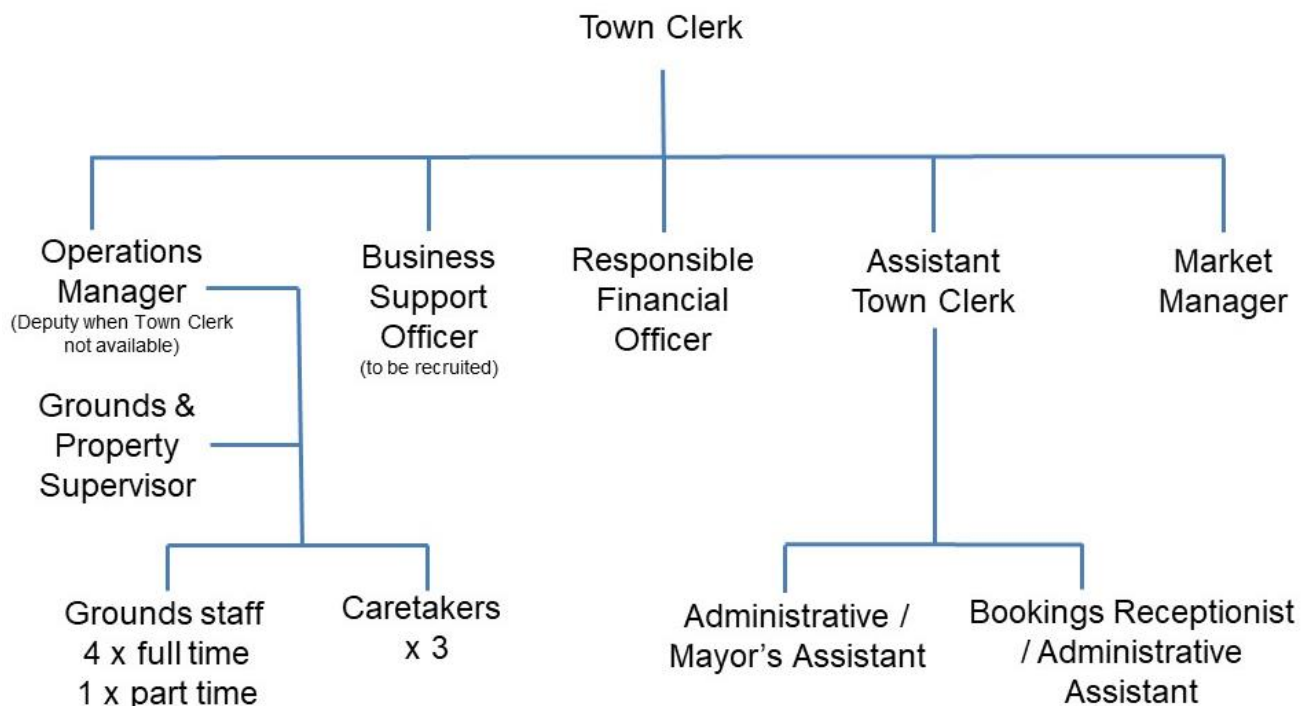
JOB DESCRIPTION

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Section 1	GENERAL INFORMATION
Item	Information
Job Title	Responsible Financial Officer
Salary Range	Salary Grade SCP: 28 to 30 £32,798 to £34,373 (pro rata)
Hours of Work	Monday to Friday - 9am to 2pm (negotiable) 25 hours per week
Location	Town Clerk's Office
Line Manager's Name	Linda Scott-Giles
Line Manager's Job Title	Town Clerk

Section 2	JOB PROFILE
Item	Information
Main Purpose of Job	The Responsible Financial Officer (RFO), under the policy direction of the Finance & Staffing Committee, shall be responsible for the proper administration of the Town Council's financial affairs under the line management of the Town Clerk who retains overall financial control.
Reporting Relationships	Reports to: Town Clerk Has responsibility for: N/A
Working Relationships	Has contact/direct working relationships with: Internal: All members of staff (specifically the Town Clerk, Operations Manager, Assistant Town Clerk, Market Manager, Administrative Assistant and Bookings Receptionist) and Councillors. External: Tiers of local Government, surrounding town and parish councils and other RFOs, local organisations, partnership groups and residents.
Work Context	To ensure the smooth and effective daily financial running of the Town Council.

BFTC Staff Structure



Updated March 2022

Scope of Job/Levels of Responsibility

Overall: To determine the form and contents of the accounts and supporting records, subject to any directions from the Town Council and in compliance with the Accounts and Audit Regulations.

Advisory: To advise the Town Council and make sure that it complies with legislation.

Financial: To work within the delegated authority limit. To set the budgets for council activities with the Town Clerk and the Operations Manager. To set up and enforce proper financial controls designed to prevent and detect fraud and to tackle bad debts.

Confidential: To be able to operate in a discreet and professional manner and, where necessary, observe the confidentiality of Town Council business.

Main Duties & Key Responsibilities

1. Process purchase and sales invoices
2. Credit control and bad debts in line with council policy
3. Process bank payments and receipts
4. Prepare monthly bank reconciliations for all bank accounts
5. Treasury Investment – To manage cash flow and control investment and bank transfers in accordance with the policy direction of the Finance & Staffing Committee.
6. The submission of quarterly VAT returns and to deal with VAT inspections for both the Town Council and its charity 'Barnes for a Recreation'.
7. All aspects of payroll processing and management (16 staff and 16 Councillors)
8. Prepare the payments on the Council bank account
9. Reconcile the petty cash tin and post transactions to Sage
10. Prepare the payments lists for approval by Council
11. Prepare quarterly budget monitoring reports for committees
12. Year end – accounts
 - a. Prepare the Council's year-end accounts in accordance with smaller council requirements (Practitioner's Guide)
 - b. Prepare the fixed asset register
 - c. Produce the Council's financial statements
 - d. Liaise with internal audit so that the internal audit can be completed
 - e. Once figures have been agreed with internal audit, run the Sage accounts year-end

- f. Liaise with external audit that the external audit can be completed
 - g. Prepare the public rights period dates and publications
13. Year end – payroll
- a. Run the payroll year-end
 - b. Produce P60s for staff
 - c. Prepare P11ds as necessary
 - d. Prepare the Council’s pension fund report
 - e. Update Sage payroll for the new financial year
 - f. Update Sage pay rates for increment changes to staff salaries, and changes in employee pension contributions in accordance with pension fund thresholds
14. To prepare financial reports for the Finance & Staffing Committee, and/or the Council. These reports will cover budget monitoring, fund balances, receipts to date, payroll summary, payment of accounts and other relevant current matters.
15. To undertake the preparation of the annual budget with other officers and assist the Town Clerk with its presentation to Council.
16. To submit the precept to the Dorset Council and, with the approval of the Town Clerk, supply a breakdown for inclusion in the Dorset Council’s Council Tax leaflet.
17. To arrange for internal and external audit of all aspects of the Council’s financial affairs in accordance with current regulations.
18. To maintain the Council’s register of property and assets.
19. To manage insurance risk, to process claims as necessary, to report annually to Finance & Staffing Committee or Council on insurance risk covered.
20. To manage “Barnes for a Recreation Trust” accounts, produce Annual Accounts and undertake the Annual Returns for submission to the Recreation and Amenities Committee and the Charities Commission under the authority of Blandford Forum Town Council as Corporate Trustee.
21. To monitor and regularly review bank charges and utility usage in line with Financial Regulations.
22. To manage, monitor and drawn down the s106 developer contributions for housing development sites in the town.
23. Provide training for Councillors about Local Government Finances, where appropriate.
24. To undertake the Society of Local Council Clerks Financial Introduction to Local Council Administration training and certification (details here: <https://www.slcc.co.uk/launch-of-the-essential-finance-course-filca/>)

Working Conditions

Probationary Period: Upon successful completion of a probationary period of six months, a permanent contract will be offered.

Physical Demands: Occasional lifting of IT equipment, stationery orders, helping to move chairs and tables with other staff, etc.

Working Conditions: The post holder is required to attend the quarterly Finance & Staffing Committee meetings and take responsibility for this committee. They may be required to attend evening meetings for Working Groups, and other civic functions throughout the year.

Time-off in lieu is granted during the week to compensate for any additional hours worked. The time-off in lieu is to be agreed in advance with the Town Clerk and is to be taken on a flexible basis subject to relevant workloads and deadlines (in line with the Employee Manual).

Holiday Entitlement: 22 days per year plus all national Bank Holidays (pro rata). Two of these days are to be taken over the Christmas/New Year period. In addition, staff are entitled to two extra statutory days holiday and these must be taken over the Christmas/New Year period. After 5 continuous years' service employees are entitled to an additional five days holiday per year.

Occupational Sick Pay Scheme: The Council operates an occupational sick pay scheme which supplements the Statutory Sick Pay Scheme. Full details of which will be made available to the successful applicant.

Pension Scheme: The post holder will automatically join the local authority contributory pension scheme operated by Dorset County Council.

Section 3	MANDATORY/STATUTORY ISSUES
Item	Information
Compliance with BFTC policies	BFTC has a number of policies that employees must comply with (e.g. Equal Opportunities and Health and Safety). The full range of information is contained in the BFTC Employee Manual which will be issued to the successful candidate upon taking up the post.
H & S Assessment of role	a) Potential Hazards – visual display unit and workstation (including arm/wrist support, footrest, office chair) b) Level of Risks – low c) Action to be Taken – ensure assessments are carried out