



BLANDFORD FORUM TOWN COUNCIL

Vacancy – Responsible Financial Officer

Blandford Forum Town Council has a vacancy for an enthusiastic and motivated Responsible Financial Officer who would like to be part of a small, friendly, hard-working and committed team of staff.

The Responsible Financial Officer (RFO) is a challenging, but rewarding, role managing the Council's financial and accounting processes, and the annual audit.

Blandford Forum is a historic and rural market town with unique Georgian architecture.

Blandford Forum Town Council is the parish authority for the town of Blandford Forum and has an estimated population of 11,013 (2017 census). It is 409 hectares in area and has approximately 5,058 dwellings (2011 census). It is the third tier of government after parliament and Dorset Council. Its legal powers are granted to it and regulated by various government acts.

Blandford Forum Town Council was the first council in Dorset to be awarded with Quality Gold Council Status. The staff are committed to working to high standards and working closely with the community.

The Town Council's budget for 2022-2023 is £803,241 and it is responsible for a Grade I listed building, play areas, a skate park, recreation grounds, sports pavilions, the town's Cemetery/Chapel and various events throughout the year including the town's Acts of Remembrance.

Person Specification

Blandford Forum Town Council is looking for an applicant with proven success of working in a financial role, ideally within a local council, including budgetary control, managing income and expenditure, banking, VAT, s106 contributions and accounts. You will work from the Town Council offices as well as remotely (when required/agreed) and there will be occasional attendance at evening meetings and you will take full responsibility for the Council's quarterly Finance & Staffing Committee meeting.

Reporting to the Town Clerk, you will have a strong team ethic and a positive, can-do approach. You will be a good communicator, and competent with IT programmes. With strong numeracy skills and excellent attention to detail you will be expected to work accurately within a regulated financial framework. Honesty and integrity are essential qualities for the successful candidate, as is the ability to self-manage and adapt to – and implement – change when necessary.

The RFO will be supported by a strong team in the office consisting of the Town Clerk, Operations Manager, Assistant Town Clerk, Bookings Receptionist, Mayor's Secretary and Market Manager. There are also caretaking and grounds staff based elsewhere that the RFO will come into regular contact with.

The Responsible Financial Officer is a position requiring the highest levels of honesty, trustworthiness, and integrity. You should therefore disclose at the earliest opportunity – either during the application process or during subsequent employment if you are aware, or ought to be aware, of any reason why your ability to perform your role professionally might be compromised. This does not affect your rights under Equalities legislation.

Qualifications

- Essential – Appropriate qualification in book-keeping or accounting qualification equivalent to a minimum of AAT Level 3.
- Desirable – Public sector specific qualification (such as CiLCA / FILCA) or willingness to undertake training towards the FILCA, starting within a year of taking up the post.

Experience

- Experience of budgets and production of management reports, together with knowledge of local government accounting, would be an advantage.
- Willingness to undertake continuous relevant training.
- Good IT skills and fully conversant with computerised accountancy packages (Sage Accounts Package Line 50 and Sage Payroll) and Microsoft Office applications (particularly Word and Excel).
- Demonstrated capability to work proactively, to identify both opportunities and risks and to organise and prioritise work to deliver organisational objectives and projects.
- Demonstrated capability to work effectively and flexibly with a wide variety of organisations and personalities within a local community to ensure that the financial management of the Council makes excellent service delivery to the community of Blandford Forum its highest priority.
- Demonstrated capability working within a small team to provide ad hoc and if necessary, hands-on support for colleagues in non-financial areas to ensure service delivery.
- Evidence of continued professional development and the acquisition of new skills.
- Can-do approach to using resources to deliver the desired outcomes and impacts for the Council.

Personal Qualities

- To have a heart for public service within a community facing challenges and disadvantage.
- Integrity and professionalism in undertaking all duties as expected of an accountancy professional.
- A commitment to implementing the agreed policies of the Council to the best of your ability regardless of your personal opinions.
- The ability to communicate (both orally and in writing), effectively, confidently and sensitively to Councillors, colleagues, partner organisations, contractors, customers and the public.
- The ability to exercise mature and good judgement, behave with discretion and maintain confidentiality appropriately.
- Enthusiasm and willingness to contribute to the effective functioning of a small staff team as a supportive and trusted senior post-holder and colleague.
- Cheerfulness, patience and a creative can-do attitude in relation to identifying and dealing professionally and effectively with challenges and problems.
- An ability to both give and receive constructive criticism and contribute positively to improvements in your own work and that of colleagues.

For further information and an information pack, please contact the Town Clerk, Linda Scott-Giles by e-mail linda@blandfordforum-tc.gov.uk or by phoning for an informal discussion on 01258 454500.

Application is by application form with a covering letter.

We value equality and welcome applications from anyone who meets our person specification.

Twinned with Preetz, Germany



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