

CLARE TOWN COUNCIL FINANCE ASSISTANT - ADVERT

Clare Town Council is looking for an enthusiastic and self-motivated person to undertake the role of Finance Assistant as soon as possible. The candidate will work alongside the Town Clerk with the aim of delivering excellent financial management and support to the Council and the community it serves.

The role requires 20 hours pcm to be worked flexibly but to include (i) at least one session in the office per week to coincide with the clerk; (ii) attendance at up to one evening meeting pcm; (iii) office cover for the clerk when required.

Full details are set out in the attached job description which can also be found at <http://www.clare-suffolk.co.uk/>.

The salary will be paid in accordance with experience and in line with the National Joint Council Salary Scale rates and will range from SCP 13 (currently £11.76/hour) - SCP 17 (currently £12.73/hour).

For further information on the role, please contact Town Clerk Catherine Hibbert on 01787 277559.

To apply, send your CV and covering letter of application to clerk@clare-suffolk.co.uk or post to the Town Clerk at Old School Community Centre, Callis Street, Clare CO10 8PX.

Applications close 30 April 2021. Interviews will be held the following month and may be conducted remotely or by implementing social distancing measures according to government guidelines at the time. Any candidate requiring special circumstances for an interview (for example shielding, so remote interview only) should make this known at the time of their application. This will not affect the assessment of any candidate, but is to ensure the Council can put appropriate measures in place.

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CLARE TOWN COUNCIL FINANCE ASSISTANT- JOB DESCRIPTION

Key responsibility

1. The role of Responsible Finance Officer (RFO) for Clare Town Council for the purposes of the Local Government Act 1972 is currently undertaken by the Town Clerk. The relevant legislation imposes specific duties on the RFO to (i) establish a sound system of internal control and arrangements for the management of risk; (ii) carry out an annual review of the system of internal control and to prepare and publish an annual statement of internal control; (iii) determine the accounting records and ensure they are maintained in accordance with proper procedures and are kept up to date; and (iv) determine the accounting control systems and ensure that they are observed.

2. The finance assistant shall support the RFO in the discharge of these statutory responsibilities by (i) providing day-to-day management of Clare Town Council's finances under the direction of the RFO; (ii) managing the Council's financial affairs within the local authority legal framework (iii) complying with current legislation, statements of recommended practice and accounting codes of practice; and (iv) ensuring that the Council complies with the Financial Regulations as approved from time to time by councillors.

Responsible to: Clare Town Council and its Clerk and RFO

Specific duties

- Year-end financial statements: support RFO in preparation of the Council's annual Financial Statements in accordance with applicable legislation and guidelines.
- Audit: support RFO in on liaison with the Council's auditors for the purposes of the annual audit.
- Prepare monthly accounts; (income and expenditure cashflows, summaries and bank reconciliations) for presentation to Council.
- Financial control: payment of invoices; maintenance of cashbook; financial records; banking.
- Prepare separate accounts for any organisations in relation to which the Council acts as community banker from time to time.
- Annual Estimates: support RFO in preparation of revenue and capital estimates for precept process and preparation of three year rolling forecasts.
- Internal Control: Review and monitor the Council's systems and ensure that proper checks and controls are in place. Support RFO in preparation of Statement of Internal Control for annual approval by the Council.
- Risk Management: Support RFO in implementation, development and annual review of system of risk management covering all aspects of the Council's activities.
- Pensions: Monitor the staff pension scheme
- VAT: Claim regular VAT refunds and deal with HM Customs and Excise as required.
- Investments: review investments periodically and support RFO in making recommendations for investment strategy; implement agreed decisions
- Payroll: Liaise with third party payroll provider; check annual pay award calculations; execute wage payment; prepare monthly statement of staff working hours for comparison with budget; coordinate staff holiday allowances
- Meetings: Input into agendas; attend appropriate meetings (normally evening) to provide financial advice
- Asset Register: Ensure that the Council's asset register is maintained in a suitable manner to meet auditor's requirements
- Insurance: Monitor insurance contracts to ensure adequate cover in place

- General: To assist with any internal and external enquiries regarding the Council's finances and to support the Clerk and RFO in delivery of an efficient and excellent service for the benefit of the Council and the community it serves
- To provide office cover as required
- To attend any relevant training
- GDPR: Be aware of and compliant with General Data Protection Regulations.
- Public Sector equality duties: Be aware of and compliant with the Council's public sector equality duties

Person spec	essential	desirable
Interpersonal skills – to deal with public, colleagues, councillors verbally and in correspondence/meetings	X	
Recognised financial qualification		x
Experience of financial control, management, VAT, record keeping, payroll, production of accounts, audit and reporting	X	
Familiarity with local authority sector and associated legislative framework		x
Competent user of MS Office, (Teams, Excel, Word, email, internet)	X	
Personal skills: organised; diligent; self-motivated, excellent communicator; ability to prioritise and work to deadlines; diplomatic; understands limits of confidentiality	X	
Representation – flexibility and willingness to attend evening meetings and training	X	