

VACANCY

Responsible Financial Officer (RFO)

Part time Post: 10 Hours Per week

GRADE: NJC SCP Points 32 to 36 [£35,745 to £39,880] per annum (pro-rata)

Overview: Killamarsh Parish Council has a vacancy for a Responsible Financial Officer. This is a permanent post for 10 hours per week. The Village of Killamarsh is situated in North East Derbyshire. It has fantastic views from elevated positions and looks over onto Rother Valley Country Park. With a population of just under 10,000, Killamarsh has a real community spirit and a busy village centre which can meet all your shopping needs. The Parish Council runs a Sports Centre which is currently closed and is due to be transferred to North East Derbyshire District Council from 01 April 2021 on a long term lease (subject to contract). The council will be moving into new offices in Killamarsh and this is where the council staff will be based. The Parish Council has 15 councillors all of whom work hard to make the village a welcoming place to live and visit.

Working Arrangement: Reporting to the Parish Clerk you will work for a total of 10 hours per which may include some evening work.

Main purpose of the Job: To act as the Responsible Financial Officer for Killamarsh Parish Council taking overall financial responsibility for the Parish Council's finances, ensuring that the accounts and financial records of the Parish Council are maintained in accordance with proper practices and are kept up to date including management reports, trial balances, year-end accounts, assets registers, transparency of data, salaries and pensions, and attendance at council and committee meetings as directed by the council.

Requirements: The ideal candidate will have a good standard of education to GCSE level grades A – C or equivalent High level of literacy and numeracy, will hold a recognised accountancy qualification and is studying towards, or will hold, the CiLCA qualification. Have a good legal knowledge of the statutory framework concerning the management and running of Parish Council Finances.

Application: To apply, please download and complete the job application form from the website: www.killamarsh-pc.gov.uk and email to parish.clerk@killamarsh-pc.gov.uk For an informal chat, please contact the Locum Parish clerk, Ms Safia Kauser on 07563 382827. Previous applicants need not apply.

Closing Date: Midday, Monday 7th June 2021

Start Date: To be confirmed

Interviews: Date to be confirmed.

RESPONSIBLE FINANCIAL OFFICER: JOB DESCRIPTION

POST TITLE:	RESPONSIBLE FINANCIAL OFFICER [RFO]
GRADE:	NJC SCP Points 32 to 36 [£35,745 to £39,880] per annum (pro-rata) Salary is within the National Association of Local Councils Scale
RESPONSIBLE TO:	Killamarsh Parish Council
MAIN PURPOSE OF THE JOB:	To act as the Responsible Financial Officer for Killamarsh Parish Council taking overall financial responsibility for the Parish Council's finances, ensuring that the accounts and financial records of the Parish Council are maintained in accordance with proper practices and are kept up to date including management reports, trial balances, year-end accounts, assets registers, transparency of data, salaries and pensions, and attendance at council and committee meetings as directed by the council.
STANDARD HOURS:	10 hours per week (Attendance at evening meetings may be required) To have a flexible approach to hours of work and day to day duties and responsibilities, to meet the needs of the Council. Core working hours and days to be agreed with the post holder.
LOCATION:	Killamarsh Parish Council office
REPORTS TO:	The Parish Clerk

RESPONSIBLE FINANCIAL OFFICER: JOB DESCRIPTION

Overall Responsibilities

The Responsible Finance Officer will be responsible for the overall financial management of the council and for determining the accounting systems and the form of accounts and supporting records of the Parish Council. The RFO will assist the Clerk with their duties as required and will specifically be responsible for the financial direction needed to effectively manage the assets of the Council. All duties are to be carried out in accordance with the Councils policies and regulations. In conjunction with the Clerk, the RFO will prepare financial reports as required by the Council and its Finance Committee.

KEY DUTIES AND RESPONSIBILITIES:

All duties and responsibilities will be carried out with strict regard for Health & Safety regulations, the Parish Councils rules, regulations and policies in force. This job description sets out the main duties of the post. Such duties may vary from time to time, without changing the general character of the post, or the level of responsibility entailed. This job description is not exhaustive, the post holder would be expected to carry out any reasonable duties prescribed by the council.

SPECIFIC RESPONSIBILITIES

The RFO, whilst working under the overall direction of the Clerk, will have the following specific duties:

- 1) To manage the Council's accounts, raising invoices and making payments as required, monitoring income and expenditure against budget and preparing financial reports and records for Council meetings.
- 2) To prepare and balance the final year end accounting statements in accordance with the Accounts and Audit Regulations and report to the appropriate committee/council. Make arrangements for the public inspection of accounts, books and vouchers at the appropriate time.
- 3) To produce accounts and records for external audit in accordance with the Accounts and Audit Regulations and to arrange for internal audit of all material aspects of the councils financial affairs.
- 4) To submit VAT returns in line with HMRC requirements.
- 5) To manage the payroll for all staff, ensuring that the correct amount of taxes and NICs are paid in line with HMRC requirements and that salaries are authorised and paid on the agreed date each month by BACS transfer including the management of pensions.
- 6) To produce a payment schedule for authorisation and approving in line with Financial Regulations.
- 7) To manage all banking activity, including petty cash, payments and receipts and reconciliations.
- 8) To monitor compliance of the Councils Financial Regulations and to advise the Clerk, Chair of the Council, Chair of the Finance Committee and Councillors on the financial regulations, management and controls and any issues arising and any departure from these and to prepare any necessary amendments to them as required.

- 9) To put in place protocols and procedures as necessary for the effective operation of the councils finances and assets.
- 10) To work with the Clerk and Councillors to develop an annual budget in accordance with financial regulations. To provide a regular analysis of budget performance and make recommendations for virements.
- 11) To manage and maintain records of the Councils insurances including processing claims as necessary and ensuring the regular revision of adequate cover.
- 12) To manage cash flow and to make recommendations for investments.
- 13) To financially assure the procurement of goods and services as specified by the Council including to prepare appropriate specifications for works, to seek appropriate quotations and to ensure value for money, to quality assure and to monitor the contract as appropriate. This to include the management of the supply and value of contracts for specialist services including utilities strictly in accordance with the Financial Standing Orders of the Council and Financial Regulations.
- 14) To make recommendations to committees and council where savings can be made and to identify opportunities to increase efficiency in the running of the council.
- 15) To manage and maintain the council's quotations database and contracts procurement timetable ensuring it is kept up to date at all times and contracts are reviewed in good time.
- 16) In consultation with the Clerk, to agree the agenda items for the Finance meetings and to prepare supporting documents, meeting reports and to attend the meetings to provide relevant advice.
- 17) To undertake any other administrative or financial work as directed by the Clerk and to work independently or with the Clerk on strategic projects as required.
- 18) To assist in maintaining the Council's website with all documentation that needs to be published in accordance with the requirements of the Data Transparency Code.
- 19) To deal with enquiries from members of the public.
- 20) To be committed to continuous learning and attend any training course/seminar as requested to continue to acquire the necessary professional knowledge as required.
- 21) To provide cover in the absence of the Clerk. This may include attending meetings of the Council and drafting appropriate agendas and minutes.

Supervision and Guidance

The job is essentially self-supervising within the identified workload, which is planned and arranged to coincide with the dates and cycle of meetings. Therefore priorities are set by the agenda and action required by the minutes of the meetings. There may be direct supervision on specific projects by the Parish Clerk.

Special Conditions of the Job

The nature of the job means that it involves evening work. Due to the nature of the job the Responsible Financial Officer will be expected to maintain total confidentiality in matters relating to the work of the Council.

Required Skills and Personal Qualities

- To hold a recognised accounting qualification.
- Experience of working in public sector finance.
- Analysis and interpretation of statistical and financial information and the ability to present options for financial issues facing the council.
- CILCA qualified or willingness to undertake and complete the CILCA.
- Good legal knowledge of the statutory framework concerning the management and running of a Council.
- Ability to communicate professionally and effectively with other staff, Councillors and the general public in order to maintain a constructive working relationship
- Good general standard of education and numeracy.
- A good standard of IT literacy (knowledge of Microsoft Word, Excel) and other software packages used by the Council.
- Ability to be self-motivated and work with minimum supervision.
- To be a positive role model for employees, to inspire them, to promote the Council and to uphold and maintain a good reputation of the Council within the wider community

STATEMENT

This job description will be agreed between the jobholder and the Parish Council to whom he/she is accountable. It may be reviewed in light of experience, changes and developments.

Post holder (Responsible Financial Officer):..... Dated:

Chairman of Council/Personnel: Dated:
On behalf of Killamarsh Parish Council

RESPONSIBLE FINANCIAL OFFICER: PERSON SPECIFICATION

	Essential	Desirable
Education	<p>Good general education with a minimum of GCSE's to include English and maths grade C and above or equivalent</p> <p>Educated to degree or HND level or equivalent in recognised financial or recognised management qualification or significant experience in these areas</p> <p>Recognised financial management qualification</p>	<p>Membership of the Institution of local council Managers</p> <p>The Certificate in Local Council Administration</p>
Experience	<p>Significant experience of</p> <ul style="list-style-type: none"> • budget setting and financial control, budget planning, keeping accounts and generating financial reports • payroll, inland revenue and pensions experience <p>Working in public sector finance</p>	<p>Post holder in Local Government Senior management</p> <p>Good knowledge and understanding of Local Government / smaller Council financial management.</p> <p>Records management</p> <p>Minute taking and servicing committees</p> <p>Attendance on recognised management training courses within the public sector.</p>
Skills and knowledge	<p>Ability to manage own workload in the light of competing and changing priorities and organisational challenges</p> <p>Advising, supporting and constructive communication with elected members</p> <p>Good local government / small Council legal knowledge with an ability to recognise the legal consequences of actions recommended by elected members. Ability to work effectively within a Local government framework</p> <p>Flexible team player with good interpersonal skills who can motivate and promote high levels of commitment and achieve results through others including external partners</p> <p>Excellent analytical and organisational skills and proficient in standard office IT packages.</p> <p>Excellent communication skills both written and oral</p>	<p>Confident public speaker</p> <p>Good report writing and press release skills</p> <p>Working knowledge of employment legislation</p> <p>An understanding of pensions schemes</p> <p>Local government qualification, as detailed above.</p> <p>SAGE and /or other finance software training.</p>

	Essential	Desirable
Personal Qualities	<p>Ability to deal with a wide range of people in an impartial, diplomatic and professional manner.</p> <p>Flexibility of approach, open to innovative and creative ways of working A commitment to equal opportunities, diversity and community engagement</p> <p>Ability to work alone and as a member of a team</p> <p>Methodical and thorough approach to tasks</p> <p>Ability to anticipate problems and find solutions with a positive attitude</p> <p>Confident and able to deal with pressure</p>	<p>Ability to generate ideas and consider strategic issues Assertiveness training.</p> <p>Communication skills training.</p> <p>Time management.</p>
Other	<p>Ability to attend evening meetings and willingness to work at weekends if necessary</p> <p>Access to or use of a car</p> <p>Willingness to undertake relevant training to enhance the role of Responsible Finance Officer.</p>	

**PRIVATE &
CONFIDENTIAL**

Position applied for:

Full name

Address:

Daytime telephone:

Postcode:

Home telephone:

E-mail address:

Date of birth:

(if under 21)

EMPLOYMENT

1. Details of all present employments (or most recent employment)

Position held	Employer and address	From:
Hrs/wk:		To: (if applicable)
Brief details of main duties/responsibilities:		
Length of notice required or date you could start:		

Position held	Employer and address	From:
Hrs/wk:		To: (if applicable)
Brief details of main duties/responsibilities:		
Length of notice required or date you could start:		

2. Details of all previous jobs since leaving full-time education. Full details should also be given for any period not accounted for by full-time employment (e.g unemployment, voluntary work, part-time work, raising a family). (Enclose additional sheets if necessary).

Employer	Job held and brief details	Reason for leaving	From	To

QUALIFICATIONS/TRAINING- Please give details of any qualifications obtained and training courses undertaken **which are relevant to the job** together with dates.

Qualifications and training (show grades and institution where obtained)	From	To

SUITABILITY FOR THE JOB

Please state why you think you are suitable for this job. Enclose additional sheets if necessary

Note: We recruit solely on merit. To do this, we will seek to match the information you provide against the person specification for the job. Therefore you should ensure that you address each point identified in the person specification and provide evidence of relevant experience and skills, including areas others than paid work.

Killamarsh Parish Council is an equal opportunities employer, and is also committed to the “Two Ticks – Positive about Disabled People” scheme. This ensures that all disabled applicants, able to demonstrate that they meet the minimum criteria of the job description, are guaranteed an interview.

I consider myself to be a disabled person and I would like to apply under the Guaranteed Interview scheme.

Tick if applicable

ADDITIONAL INFORMATION

1. If the post you are applying for is full-time, would you like to job-share it?

2. The post you are applying for is subject to an order under Section 4(4) of the Rehabilitation of Offenders Act 1974, as amended by the Protection of Freedoms Act 2012. Applicants are therefore not entitled to withhold information about convictions which, for other purposes are 'spent' under the provisions of the Act. If you are to be recommended for the post, you will be subject to a Disclosure and Barring Service check - this will be an enhanced disclosure. You must, therefore, disclose any convictions, cautions, warnings, reprimands, binding over or other orders, pending prosecutions or criminal investigations. Failure to disclose this information could result in the withdrawal of a job offer, dismissal or disciplinary action. Any information given will be completely confidential and will be considered only in relation to an application for positions to which an order applies. If you have convictions to declare, please set down the details on a separate sheet and place in a sealed envelope marked "private and confidential". This should be sent by post to the Parish Clerk. Please give Post reference number and include contact details. For confidentiality purposes, this information must not be sent by e-mail.

3. If you are a parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew, niece of an existing Councillor or employee of the Council, or of the partner of such a person, **you must enclose a written statement to that effect with your application.**

4. Other than any details given on page 1, are you in receipt of any income or pension from Killamarsh Parish Council, including any payments received via agency work?

5. Have you ever been dismissed from employment with Killamarsh Parish Council or any other employer? If 'YES' state from where and when.

Please give any dates when you are not available for interview.

REFERENCES - Please give the names and addresses of two people to whom we may write for references. Referee (1) should be your present or most recent employer. Please state whether Referee (2) is in a personal or employment capacity.

REFEREE (1)	REFEREE (2) *Employment/Personal capacity(*delete)
Name	Name
Job Title	
Address	Address
Tel No.	Tel No.
Email Address	Email Address

References are taken up for shortlisted candidates. If you do not wish a reference to be taken up at that stage please state why.

You may use a Councillor or Council employee as a referee if they are not directly involved in the recruitment process. However any attempt to influence the process in your favour or on your behalf will disqualify you.

By signing this form you authorise us to check any information you have given with third parties (e.g. previous employers) and you authorise them to disclose your personal information to us.

DECLARATION - The information on this form is true and correct and will be used as part of my contract of employment. I accept that any false statement or omission may lead to me being dismissed if appointed to the post.

Signature:

Date:

COMPLAINTS PROCEDURE

If you have a complaint regarding the recruitment process, please write to the Parish Clerk at Killamarsh Sports Centre, Stanley Street, Killamarsh, S21 1EL giving full details; we will investigate and respond within 28 working days.

If you have not been contacted to attend an interview please respect that, on this occasion, you have not passed through the shortlisting criteria, but your information will be kept on file for 6 months and will be taken into consideration if further vacancies are required.

Please return this form, when complete, to the Locum Parish Clerk:
parish.clerk@killamarsh-pc.gov.uk