



JOB DESCRIPTION

Job title: Responsible Financial Officer (RFO)

Organisation: West Mersea Town Council

Salary: £32,708.00 per annum Pro Rata based on 37 hours per week **depending on qualifications and experience**

Summary:

West Mersea Town Council, is a very busy Council, providing a wide range of services to the local community, such as cemeteries, public toilets, open spaces, sport facilities and more.

West Mersea Town Council is seeking a Responsible Financial Officer (RFO) to manage its finances and assist in the day-to-day operations of the council. This office-based, part-time position is for 12 hours per week. The annual salary is £32,708.00 based on 37 hours per week, pro rata. The successful candidate will be responsible for preparing and monitoring monthly and annual budgets and year-end accounts, VAT returns and salaries, completing year-end accounts for the Town Council, using Edge software, and constructing relevant Finance Committee agendas. They will also attend Finance meetings and will apply knowledge of the local government framework to day-to-day office work. An ideal candidate will have a recognised accountancy and/or financial qualification and a working knowledge of Edge or the ability to learn it quickly.

Working Arrangement:

Reporting to the Town Clerk and West Mersea Town Council you will work for a total of 12 hours per week which will include some occasional evening work. Core working hours and days to be agreed with the post holder. This is an office-based job at the West Mersea Town Council offices 10 Melrose Road, West Mersea, Colchester, Essex CO5 8JD.

Overall Responsibilities

All duties and responsibilities will be carried out with strict regard for the Town Council's Standing Orders, financial regulations, policies, procedures in place and Health & Safety regulations. 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.

- Assume the position of RFO for West Mersea Town Council
- Prepare and monitor monthly and annual budgets and Year End Accounts
- Pay invoices and salaries
- VAT returns
- Complete year end accounts and AGAR for the Town Council
- Construct relevant Finance Committee agendas and attend Finance meetings
- Work closely with the Town Clerk and the rest of the team of 6
- Ideally with a recognised accountancy/ financial qualification and/or a working knowledge of Edge or the ability to learn it quickly
- Apply knowledge and principles of the local government framework (statutory, legal, financial) to the 'day to day' office workplace

Key Duties and Responsibilities:

1. To provide general advice as appropriate on the finance preparation process, the presentation of budget estimates and precept proposals to Committees and the Council and ensure that the statutory External Audit requirements are completed each year.

2. To ensure that the Council's budget is prepared and balanced, accounts raised and invoices paid, and to prepare records for audit and VAT purposes.
3. To act as the Council's principal adviser on financial matters and to be responsible for the careful administration of the Council's finances.
4. To carry out all the functions required by law of a local authority's Responsible Financial Officer and in particular ensure that the Council's Financial Regulations are correctly observed, implemented, and regularly reviewed, and recommend revisions where necessary.
5. To ensure that the Council's finances are effectively managed and monitored and to advise the Council on its financial forward plan, strategy and policies.
6. To advise on, prepare, and present the annual estimates of income and expenditure for revenue services, the capital budget programme and annual precept requirements to Committees and the Council.
7. To monitor and manage the Council's budget expenditure and income and provide Council and the Finance Committee with a regular statement of income and expenditure under each heading in the approved annual revenue and capital budgets.
8. To ensure that the Council's obligations for financial risk assessment are properly met.
9. To report on invoices for goods and services to be paid for by the Council and to ensure such accounts are paid.
10. To ensure that:
 - a. all necessary activities in connection with the management and payment of salaries and expenses are administered accurately and legally
 - b. all payments made to the Council are recorded, any necessary receipts issued, cheques received banked and all associated records kept and any queries are investigated and resolved
 - c. invoices are prepared and issued promptly on behalf of the Council for goods and services supplied and to ensure payment is received
 - d. all necessary records in connection with the above are properly maintained
 - e. all necessary administration and banking procedures are arranged to ensure that all full and part time staff wages and salaries are paid on time.
 - f. all relevant rents or charges are collected for relevant Council services and facilities
 - g. all necessary HM Revenue and Customs, VAT, SSP and pension financial returns and/or payments (including RTI submissions) are completed and dispatched on time
 - h. records, returns and public notices for the annual audit are prepared and the necessary public notices displayed
 - i. appropriate financial and other IT systems are in place and operated securely
11. To monitor and ensure that the Council's accounts are balanced and that the Council is informed of the ongoing financial situation.
12. To ensure that adequate financial security and internal financial and accounting controls are in place and periodically reviewed and the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
13. To work closely with internal and external audit to ensure financial compliance with Financial Regulations and Standing Orders and recommend any necessary amendments to the relevant Committee.
14. To ensure that all surplus Council funds are invested securely and to maximise income.
15. To carry out any other functions in conjunction with West Mersea Town Council's Standing Orders, Financial Regulations and Policies

To obtain more information please visit the website www.westmerseatowncouncil.gov.uk/Vacancy-RFO

The application pack is on our website. For an informal discussion about the post contact the locum town clerk, West Mersea Town Council, 10 Melrose Road, West Mersea, Colchester, Essex CO5 8JD, telephone 01206 382128 or email: locum.clerk@westmerseatowncouncil.gov.uk