

JOB DESCRIPTION – NEWPORT PAGNELL TOWN COUNCIL

Job Title	Deputy Clerk/RFO
Grade	Grade 8
Pay Grade Parameters	SCP 41-49
Hours per week	37.5 hours. There are up to 4 evening meetings per month.
Location	Town Council Offices, 80 High Street
Responsible to:	Town Clerk
Responsible for:	Deputising for the Town Clerk, effective management of the office, planning, environmental matters (including flooding, ranger management, waste) transport and highways related issues, Neighbourhood Plans, clerking for the Town Planning and Environmental Management Committee and for the Neighbourhood Steering Group, overall responsibility for the Town Council's finances, and the Trust's finances, ensuring that the accounts and financial records of the Town Council are maintained in accordance with proper practices and are kept up to date including management reports, trial balances, year end accounts (preparing for accountant to close off at year end,) assets registers, transparency of data, being the data protection officer, salaries and pensions, and clerking in conjunction with the Town Clerk for the Policy and Finance committee.

Job Purpose

1. To be accountable for the effective management of office resources and staff.
2. To represent the Town Clerk as required
3. To take responsibility for the management of the work arising from the Planning, Highways and Environment Advisory Committee.
4. To clerk for the Town Planning and Environmental Committee
4. To support the Town Clerk in the development of the Neighbourhood Plan and to clerk for this steering group .
5. To take responsibility for the management of the work arising from the Policy and Finance Committee.

6. To be accountable for the effective management of the Town Council's and the Trust's finances.
7. To report fully and regularly, in accordance with proper practices, on the Town Council's financial position.

8. To manage audit functions.
9. To receive and act on all Data Protection complaints and deal with Data Protection issues, including establishing sound Data Protection practices at the Town Council.
10. To ensure staff salaries and pensions are calculated, paid, and up to date.

Main Duties and Responsibilities

1. To manage the work of the Administrative Assistant and Allotments and bookings officer to ensure the smooth running of the office, an excellent service to customers and full compliance with the Health and Safety Management System.
2. To prepare in consultation with appropriate Councillors, and the Town Clerk agendas for the Town Planning and Management Committee.
4. To attend monthly meetings of the above committees. To record minutes and decisions, report to Committee and action any items arising from the Committee. This includes the maintenance of the dog bin register and monitoring of this contract and the works of the Town Council ranger.
5. To clerk the Neighbourhood Plan Working Group Meetings including provision of agendas, writing of minutes and taking action on action items.
6. To take responsibility for all office machinery, recommending updates and improvements where necessary and ensuring at all times that the equipment is maintained safely.
7. To represent the Town Clerk or the Council as required.
8. To take responsibility for best value on utilities working in conjunction with the Property Officer and the Town Clerk.
9. To complete the accounts of the council and the Annual Return / Year End Accounts within the timescale set by the Accounts and Audit Regulations 1996, as amended.
10. To ensure that the council has a form of independent internal audit and that the audit is carried out regularly at set times in accordance with council policy.
11. To make arrangements for the opportunity for public inspection of the accounts, books and vouchers at the appropriate time.
12. To prepare an annual base budget in conjunction with the Town Clerk, for the following financial year, to work through the budgeting process and to review the budget throughout the year, preparing variance reports and management accounts.
13. To prepare the annual precept report for consideration at the Policy and Finance meeting and December Town Council meeting.
14. To prepare and keep up to date, a three-year forecast of revenue and capital receipts and payments.
15. On a monthly basis to provide the Chair of Policy and Finance Committee with a statement of receipts and payments to date under each head of the budget, comparing actual expenditure against that planned.

16. With the approval of Policy and Finance Committee, to devise measures to ensure prompt and accurate recording of financial transactions.
17. To prepare the cash book / schedule of payments required at the Policy and Finance Committee meeting, together with relevant invoices available for viewing.
18. To examine, verify and certify that contracts for work, goods or services have been received, carried out, examined and approved by the relevant officer.
19. To examine invoices in relation to arithmetic accuracy and to analyse them, ensuring they are posted to the appropriate expenditure heading.
20. To maintain a petty cash float, ensure adequate security for the money and to keep adequate records of receipts and payments, in line with the Town Council's Financial Regulations.
21. To develop a procedure for uncollectable amounts, including bad debts, to be written off and to ensure that this procedure is only undertaken with the RFO's approval, and for the approval to be shown in the accounting records.
22. To keep accurate payroll and pensions records on behalf of the council and prepare the salaries as agreed by the council. Ensure payment of tax and national insurance to the Inland Revenue and comply with any Inland Revenue tax inspection.
23. To retain all investment certificates and other similar documents.
24. To monitor cashflow and report accordingly to the Policy and Finance Committee and the Town Clerk.
25. To ensure that the authority's resources are well managed. To monitor interest on bank accounts and, where appropriate, in liaison with the Policy and Finance Committee to manage treasury, investments and bank transfers.
26. To be responsible for all bank mandates
27. To be responsible for the Assistant Finance Officer and all works completed by this officer.
28. To supervise and be responsible for the collection of all income and to be responsible for ensuring individual officers provide receipts of amounts due to the council.
29. To prepare a schedule of the council's fees and charges annually, in liaison with appropriate officers of the Town Council.
30. To bank all income intact as with such frequency as the RFO considers necessary and within the parameters of the insurance schedule.
31. To make quarterly VAT returns and comply with any VAT inspections.
32. To take overall control of the purchase order system for work, goods and services and to work with individual officers to ensure the system is maintained and not abused.
33. To execute the council's standing order on contracts as directed.
34. Where contracts provide for payment by instalments, the RFO shall maintain a record of such payments and ensure that the council pays within the time specified in the contract.

35. To be responsible for periodic checks of stocks and stores at least annually by the individual officers concerned.
36. To ensure that an adequate record is maintained of properties owned by the council and the asset valuations.
37. The RFO will assist the proper officer to prepare and promote a financial risk management policy statement in respect of all activities of the council and prepare new policies where necessary.
38. To work with external accountants and valuation officers in the preparation of the Year End Accounts.
39. To be responsible for the maintenance of the Property and Fixed Asset Register and Small Assets registers.
40. To prepare effectively for External Audit, ensuring all documentation is in place and liaising effectively with the External Auditors.
41. To ensure that the council's financial regulations are kept up to date and reviewed from time to time.
42. To ensure transparency of public finances.
43. To manage the council's direct and indirect costs, in order to provide residents with a breakdown of where their precept is going.
44. To receive and act on all Data Protection complaints and deal with Data Protection issues, including establishing sound Data Protection practices at the Town Council.

Corporate Responsibilities

1. To ensure the Town Council offices meet the required standard of maintenance, cleanliness, hygiene and refurbishment in accordance with users' expectations, Town Council policy and statutory legislation, including health and safety.

Other Responsibilities

1. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with policies and procedures relating to health and safety within the Town Council.
2. A commitment to equality / diversity in both the delivery of services and to staff. Demonstrate awareness / understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
3. To comply with the Town Council's policies and procedures.
4. To carry out any other duties which fall within the broad spirit, scope, levels and purpose of this job description.
5. Job descriptions will be subject to review on an annual basis at the Annual Staff Reviews.
6. To carry out any other duties which fall within the broad spirit, scope, levels and purpose of this job description.

Scope of the Job

Staff responsibilities: Administrative Assistant, Allotments and Bookings Officer, Ranger. Assistant Finance Officer.

Financial responsibilities: Monitoring spending against budget for the TPEM committee, and overall responsibility with the Town Clerk for the Town Council's financial position. Ensuring that the accounts and financial records of the Town Council are maintained in accordance with proper practices and are kept up to date. Ensuring that financial implications are considered and understood as part of the decision-making process within Town Council and Committee meetings.

Contractual responsibilities: To manage the ranger service level agreement, the public toilets contract, and the service level agreements including utilities relating to the work of the Policy and Finance Committee and the Town Planning and Environmental Committee.

Physical resource responsibilities: All office machinery, furniture and fittings and Utilities.

Legal Responsibilities: To ensure that committees are run in accordance with legal parameters. To ensure that committees conduct themselves in accordance with the legal framework for Local Parish Councils.

To ensure that the Council adheres to proper Data Control practices and meets its obligations according to the GDPR Act 2018.

Health and Safety

1. Responsible for ensuring the health and safety of persons at work and members of the public in premises or sites controlled by the Town Council and compliance with the Council's policy and health and safety regulations.
2. As a Responsible Officer, identified on the health and safety structure, to ensure full compliance with the requirements outlined in the Health and Safety Management System.

DEPUTY TOWN CLERK - PERSON SPECIFICATION

KEY REQUIREMENTS	ESSENTIAL / DESIRABLE
EXPERIENCE	
Previous practical working experience (preferably five years or more) in an office environment (to include word processing, excel, graphs, in order to undertake the full duties of the job.	E
Experience in writing and monitoring budgets	E
Experience in clerking for a council's planning committee	E
Experience of minuting meetings	E
Experience of co-ordinating action arising from meetings	E
Experience of producing reports with a high degree of accuracy in spelling, layout and grammar	E
Experience in dealing with Neighbourhood Planning	D
Experience in being a parish clerk or deputy clerk	E
Experience in staff management	D
QUALIFICATIONS	
Maths GCSE – grade A-C or equivalent	E
English A Levels or five years of report writing	E
High level of MS Office suite skills (to include Outlook, Word and Excel)	E
CiLCA or equivalent council qualification	D
SKILLS	
Ability to keep accurate records.	E
Sensitive in dealing with the public and with matters of confidentiality	E
Sound written communication skills for report and letter writing	E
Excellent verbal skills to communicate with people at all levels	E
Able to deal with irate / challenging customers to achieve satisfactory outcomes	E
Able to plan and prioritise own workload and meet challenging deadlines	E
Ability to keep up to date with office systems and software	E
Ability to read, understand and use financial documents such as year-end accounts produced by the Council's accountant.	E
PERSONAL ATTRIBUTES	
A flexible approach to work – a team player	E
Customer focussed – understanding the importance of good customer relations	E
Able to demonstrate a broad understanding or commitment to Equal Opportunities	E
Committed to ongoing personal development	E
Able to gain confidence of peers and colleagues and act as a role model	E

RESPONSIBLE FINANCIAL OFFICER - PERSON SPECIFICATION

KEY REQUIREMENTS	ESSENTIAL / DESIRABLE
EXPERIENCE	

Previous practical working experience (preferably five years or more) in a financial capacity at a parish council (to include word processing, excel, and a financial accounting software package – preferably Realtis) in order to undertake the full duties of the job.	E
Previous practical working experience (preferably two years or more) in a financial capacity to manage salaries and wages (sage payroll) and pensions – Local Government Pension Scheme and NEST	D
Experience in public sector financial accounting including closing off year end accounts and AGAR	E
Experience in preparing, monitoring and analysing budgets	E
Experience in computer-based payroll	D
Experience in pensions administration	D
Experience of presenting reports at meetings	E
Experience of producing reports with a high degree of accuracy in spelling, layout and grammar	E
Experience of staff management	D
QUALIFICATIONS	
AAT or CIPFA fully qualified (or equivalent relevant professional body)	D
Sage payroll – or qualified by experience on this software	D
Intermediate MS Office suite (to include Outlook, Word and Excel) or qualified by experience to a similar level	E
SKILLS	
Ability to keep accurate records.	E
Sensitive in matters of confidentiality	E
Sound written communication skills for report and letter writing	E
Excellent verbal skills to communicate with people at all levels	E
Able to plan and prioritise own workload and meet deadlines	E
Ability to keep up to date with accounting systems and software	E
Ability to produce financial documents required for audit and year end accounts	E
PERSONAL ATTRIBUTES	
A flexible approach to work – a team player	E
Excellent communication skills	E
Able to demonstrate a broad understanding or commitment to Equal Opportunities	E
Committed to ongoing personal development	E
Able to gain confidence of peers and colleagues and act as a role model	E

