**JOB DESCRIPTION**

**Finance & Administration Manager/Deputy RFO**

**Job Grade: SCP Range: 29 – 32 (£32,910 - £35,745) starting from £17.10 per hour dependent on experience.**

**Contracted Hours: 37 hours per week – incl. meetings   
  
Contracted Days: Monday to Friday inclusive**

**Responsible To: Deputy Clerk & Services Manager**

**Based At: Parish Council Offices, Thames Avenue, Swindon**

**Car User: Casual User Only**

**Job Description Date: June 2021**

**Annual Leave: 25 days plus Public & Bank Holidays  
  
Politically Restricted Post? Yes – Due to seniority and role  
  
Enhanced CRB Check? No**

**Main Purpose of Role**

To work with the Chief Officer / RFO and Deputy Clerk & Services Manager to support the Council in ensuring that all aspects of the Council’s financial and payroll arrangements are managed in accordance with legislation and statutory requirements.

**Overall Responsibilities**

Finance & Administration Manager/Deputy RFO will be responsible on a day-to-day basis for ensuring that all aspects of the Council’s finances and payroll arrangements are managed and monitored constantly for accuracy, efficiency and clarity and in accordance with all legal requirements.   
  
The postholder will regularly appraise and keep up to date all necessary personnel, but in particular the Chief Officer, Deputy Clerk, Chairman of the Council and Chairman of Finance & Policy Committee, on all aspects of the Council’s financial position and management.

The postholder will be expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority’s financial activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.  
  
The Finance & Administration Manager/Deputy RFO will manage the office function of the Council, including line management of relevant staff members.  
  
**Specific Responsibilities**

1. Undertake and maintain all financial arrangements of HWPC, acting as the primary Finance Manager for the day to day and on-going financial management of the Council all in accordance with the Financial Regulations of the Council and relevant legislation.
2. As the Council’s adviser in all matters financial alongside the Clerk / RFO, provide the necessary information for effective decision making.
3. Manage and arrange, in liaison with the Clerk / RFO, all requirements relating to the Council’s insurance needs, to include the handling of any claims.
4. Continually monitor and ensure that the Council’s medium and longer term (up to 6 years) financial projection needs are known, updating the Clerk / RFO on a regular basis.
5. To manage HWPC’s s106 and CIL income and expenditure arrangements.
6. Manage and maintain the Council’s petty cash arrangements in conjunction with Financial Regulations and as required.
7. Effectively manage and develop the Council’s financial management software.
8. Monitor and balance the Council’s accounts, preparing records for internal and external audit purposes.
9. Undertake all work necessary for the preparation of the final accounts of the Council, statutory financial returns, annual return, and audit.
10. To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are settled in a timely manner.
11. To issue invoices on behalf of the Council for goods and services to ensure payment is received without undue delays.
12. Manage the banking system with suitable controls, input and authorise payments in line with agreed limits.
13. Ensure monies received by the Council is banked regularly, as soon as possible after receipt.
14. To manage cash flow and control investments and bank transfers where necessary.
15. To manage applications for Public Works Loan Board with ongoing careful monitoring.
16. To be responsible for the preparation and submission of VAT reclaims.
17. To complete monthly bank reconciliations for presentation to the Council.
18. Prepare and manage the Council’s grant arrangements, organising and monitoring the applications from outside organisations for Council consideration.
19. To oversee the operation of the Community Bus Service to include annual submissions for the Bus Service Operators Grant (BSOG).
20. To oversee the operation of the Council’s casual venue hire and investigate new business opportunities to increase income potential.
21. To monitor compliance with the Council’s adopted Financial Regulations and to ensure correct financial management systems are always in place.
22. Liaise with, work alongside and prepare any documents or processes as required or requested by the Internal or External Auditor.
23. Alongside the Clerk / RFO, to prepare draft budget estimates for Council consideration, advise on Precept requirements and options, identify and advise on earmarked reserve levels required, advise on reserve levels generally.
24. To run the monthly payroll, complete all PAYE and NI requirements online and issue P60s, undertake and ensure all required payments are made to the Pension Authority, HMRC and so on as required.
25. To prepare in consultation with the Clerk / RFO and if required the appropriate Councillors, reports for meetings of the Council committees; to attend such meetings and present reports where required.
26. To manage the quarterly meetings of the Council’s internal audit working party.
27. To ensure a working knowledge is maintained of all new statutory instruments, changes to legislation and codes of practice, and to maintain an awareness of best practice within the sector as it applies to the financial management of the Council.
28. To assist the Clerk / RFO in advising Councillors on suggestions and proposals put forward for consideration by the Council and to advise on practicability and the likely effects of specific courses of action as they relate to the financial management of the Council.
29. To monitor, alongside the Clerk / RFO, and implement and ensure adherence to the adopted policies of the Council, including the suite of Standing Orders, to ensure they are achieving the desired result and where appropriate suggest modifications.
30. To receive and issue financial correspondence and documents on behalf of the Council and to deal with this, bringing such items to the attention of the Council as required.
31. To monitor supplier contracts, ensuring terms and conditions are met, best value is achieved, contract variations are properly authorised and assist in the handling of any disputes.
32. To act as a representative of the Council as required.
33. To attend relevant training courses as required by the Council.
34. To ensure that the Council operates in a financially business-like manner, identifying new business opportunities that would enhance the Council’s efficiency and effectiveness.
35. Alongside the Clerk / RFO, to effectively manage and record the Council’s asset bas and maintain an inventory of all council property.
36. Alongside the Clerk / RFO to set up and administer any Parish Council Trusts or Charities. To carry out the preparation of budgets and ensure submission of all records and documents to the appointed Auditor of the Trust and Charity Commission.

**Personnel Management**

1. To line manage three (3) staff reports, including appraisals, disciplinary issues, and other management requirements in line with the adopted policies of the Council.
2. To ensure that all staff are employed regarding employment law and good employment practices.
3. To ensure the effective delegation and allocation of responsibilities and activities to any staff.
4. To review the performance of staff at regular intervals, ensuring appropriate training and updating of skills to match the responsibilities and duties in light of annual appraisals.
5. To ensure principles of equality and diversity are embraced.

**Civic and Community**

1. To establish and maintain good working relationships with Councillors, employees, voluntary groups, churches, community organisations, local authorities and other relevant agencies.
2. To meet with members of the public and other organisations as required to discuss financial issues, answer questions, and respond to complaints or pass on to relevant agencies.
3. To advise and support the Chairman on all relevant financial issues relating to their year in office.

**General Duties**

1. To deal with visitors to the Council office, if required.
2. Oversee and manage the office accommodation areas in an efficient, professional, and tidy manner, especially as they relate to public areas.
3. To ensure that the Council always complies with all aspects of Data Protection and the GDPR legislation requirements where it impacts on the financial and payroll aspects of the Council.
4. Arrange and record weekly testing of office fire alarms, maintain accurate keyholder lists.
5. Manage and maintain a register of all complaints coming into the Council, monitor for responses etc.
6. Be the Council’s primary role for all things relating to existing and new technology, be the Council’s “super user” of IT & Telecom systems.
7. Undertake reception duties in the absence of the Administration Assistant and the Senior Administrator.
8. To manage and oversee applications for any licences and wayleaves requested.
9. Ensure arrangements are in place to manage the council’s records keeping, manual filing systems and computer filing systems are effective.
10. Act as the liaison between the Council and its IT & Telecommunications support companies.
11. To manage and oversee applications for any licences and wayleaves requested.

**Personal Duties**

1. To have due regard for your own health and safety and that of any colleagues who may be employed and the general public and to bring to the attention of the Council without delay any matters which may be prejudicial to health and safety best practices and policies.
2. To treat all colleagues, Councillors, partners, and members of the public with respect and equality

**PERSONAL SPECIFICATION**

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** |
| 1. Qualifications | * AAT Advanced Diploma  (Level 3) * A-level or similar level Business NVQ * Ambition to continue their Professional Development | * AAT Professional Diploma in Accounting (Level 4) * Introduction to Local Council Administration or an equivalent Local Government experience |
| 1. Related Experience | * At least 7 years proven experience in preparation, control and monitoring of multi-budgets * VAT & Making Tax Digital * High level of numerical competency, analytical and negotiation skills * Ability to prepare clear and concise reports and information * Ability to understand, interpret and communicate technical issues, sharing the information with a wide range of stakeholders using non-technical plain english * Knowledge of insurance procedures and financial risk asessments * Experience of overseeing a public facing office environment | * Knowledge of governance, legal and financial frameworks within a Local Government setting * Knowledge of H&S legislation * Experienced GDPR/Data Protection Officer |
| 1. Skills and Abilities | * High level administrative and organisational skills * Proven ability to prioritise workloads and work to statutory deadlines * High level of attention to detail and accuracy * Highly proficient in IT ie Style sheet, templates, merges. Understanding of accessibility requirements, formulas and pivot tables. * Experience of SAGE, Omega or similar accounting software | * Experience of Microsoft Teams & Sharepoint * Experience of Rialtas Business Solutions (RBS) bespoke Omega accounting software * Knowledge of payroll systems and procedures * Experience in best value principles; local government tendering and procurement |
| 1. Other Requirements | * Good interpersonal and communication skills * Demonstrate initiative and flexibility * Methodical and thorough approach * Positive approach and a ‘can do’ attitude * Articulate public speaker | * Experience of dealing confidently and diplomatically with Councillors, members of the public and staff * Political awareness, tact and diplomacy * Business perspective and acumen * Able to adapt to change |

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