



Newquay Council

Corporate Service

RECRUITMENT PACK

VACANCY INFORMATION & BENEFITS

Post Reference:	RF001
Post Title:	Finance and Procurement Manager (S151 Responsible Financial Officer)
GRADE:	9 – (SCP 24-27/£28,672 - £31,346) [Starting on SCP 24]
TYPE:	37 Hours per week (Full Time)
Contract Type:	Permanent
Annual Leave:	24 days (in addition to bank and public holidays) pro-rata rising to 28 days (in addition to bank and public holidays) after 5 years of continuous service
Proposed Work Pattern:	Monday - Friday
Pension:	Auto-enrolled into Cornwall Local Government Pension Scheme after probationary period
Other Benefits:	⇒ Staff parking (subject to availability)
Other information:	<ul style="list-style-type: none">⇒ This post is full time and will be the statutory role of Section 151 Finance Officer.⇒ The Council currently has an external accountant who undertakes payroll, accounts and VAT returns. The proposal is for the post holder to work with the accountant on a phased handover of these activities over a period of approximately 12 months.⇒ The Council requires that the post holder is not engaged in any other employment without expressed written consent from the Council.⇒ Some evening and weekend working may be required for which time of in lieu would be applicable. Attendance at evening Governance and Resources committee and some Full Council meetings will be required, alongside ad-hoc attendance at other committee meetings during budget setting and year end.⇒ This role is within the Senior Management team. The team work together to ensure the smooth running of the Council and as such post holders can sometimes be asked to help manage events during weekends/out of hours where available to ensure the Council and fellow colleagues are supported.

JOB DESCRIPTION

Post Reference:	RFO01
Post title:	Finance and Procurement Manager (RFO)
Service:	Corporate
Responsible to:	Town Clerk and Chief Executive
Responsible for:	<p>Directly: Finance Assistant, External Accountant (12 month transition period)</p> <p>In-directly: All Service Managers in relation to Financial, procurement or relevant activities or in conjunction with the Deputy Chief Executive.</p>
Job purpose	
<p>Responsible to the Town Clerk and Chief Executive to:</p> <p>(1) act as the statutory Responsible Financial Officer (as defined by the Accounts and Audit Regulations 2003, section 2(2)(a)) for all aspects of the Town Council’s finances, managing the Town Council’s financial affairs within the legal framework for town and parish councils, maintaining good governance, accountability and transparency in accordance with regulatory requirements, accounting guidance and proper practice (the current Governance and Accountability Practitioners Guide) and current legislation;</p> <p>(2) To ensure corporate governance and administration of the Town Council with specific responsibilities for accounts and financial records, in accordance with Financial Regulations;</p> <p>(3) To develop and lead on specific Town Council schemes, projects and service areas, focusing on Town Council finances and procurement activities</p> <p>(4) To take a lead the Council’s procurement activities; ensuring compliance with the Council’s Standing Orders, Financial Regulations and current UK Procurement Regulations including managing the online Contract Finder system.</p> <p>(5) To serve as a member of the Senior Management Team to assist the Town Clerk and Chief Executive in the day-to-day management of the Town Council administration; specifically in relation to accounts, external and internal audit, payroll, financial planning, procurement and support to Members and Committees/Council.</p> <p>(6) To provide leadership and manage day-to-day activities in the Town Clerk and Chief Executive’s absence alongside the Deputy Chief Executive. To</p>	

provide information to customers and to liaise with the Town Council's partners.

Main duties / responsibilities

- 1.** To effectively manage and monitor the Council's finances and advise the Council on a financial strategy that will meet its finance and policy objectives.
- 2.** Supporting the Town Clerk and the senior management team in driving process improvements and efficiencies in line with the Corporate Strategy and Plan.
- 3.** To provide objective advice to Members in a timely and coherent manner, including report writing, business cases and analysis.
- 4.** To work with the Engagement Officer and Committee Support Officer support community engagement and to update the Town Council's website and to ensure compliance with the Local Government Transparency Code.
- 5.** To dispatch promptly all such notices, letters and other documents as the due transaction of business of the Town Council shall require.
- 6.** To keep safely and conveniently in secure custody all deeds, records, letters, writings and other documents.
- 7.** To attend meetings, conferences, seminars and training courses associated with the work and role of Responsible Finance Officer as required and authorised by the Town Council. To be aware of your responsibility under Health & Safety law, taking reasonable care of yourself, your colleagues, other contractors and members of the public at all times whilst at work. You should be familiar with the process of Risk Assessment, comply with safe systems of work and should actively promote a safety culture within the workplace.

Financial

- 8.** Responsible for the day-to-day management and development of the support staff and financial administration staff.
- 9.** Responsible for the production of monthly accounts to include the payment of invoices, production of purchase orders, VAT returns, petty cash and the maintenance of financial information in accordance with the Town Council's financial regulations and audit requirements.
- 10.** To oversee and be responsible for the production of monthly payroll, HMRC returns and Local Government Pension contributions.
- 11.** To provide comprehensive financial information for the purposes of budget setting and financial planning, including business cases as may be requested or directed by the Town Clerk and Chief Executive or a committee/working party.

- 12.** To submit the precept and budget report to the Town Council and lead on the drafting of the annual budget report.
- 13.** To handle and process payments in accordance with the Town Council's financial regulations and audit requirements.
- 14.** To oversee and update ICT support services, telephones and other utility contracts in accordance with the Council's financial regulations.
- 15.** To maintain the asset register.
- 16.** Develop the existing system of internal control and arrangements for the risks involved in raising and spending public money and keep a financial risk register.
- 17.** To prepare and balance final accounts in accordance with the regulations and report thereon to the Town Council and Town Clerk and Chief Executive.
- 18.** To supply information to and be present during internal auditor visits.
- 19.** To manage insurance cover and risk and ensure that claims are processed as necessary. Report annually to the Council on insurance risk covered and regularly to the Town Clerk and Chief Executive to ensure cover is meeting the needs of the Council. To ensure that fidelity guarantee insurance is provided and at the right level for the Council.
- 20.** Work in partnership with the Town Clerk and Chief Executive and Senior Management team on procurement, tenders, contract and other relevant work. Oversee quotes and tenders for works, goods, contracts and services as required or requested by the Town Clerk and Chief Executive, committees or the full Council.
- 21.** To oversee and manage with the Town Clerk and Chief Executive, the Council's Investment Policy and updates from time to time.
- 22.** Ensure all contracts comply with the Council's Standing Orders and Financial Regulations.
- 23.** To be responsible for GDPR compliance within your areas of responsibility and service, advising staff of any changes in processes needed following liaison with the Data Protection Officer.
- 24.** To advise the Town Clerk and Chief Executive on legislative changes that may impact on the Town Council's financial and administration services, and to ensure that all related Town Council policies and procedures are maintained and up to date at all times.

General

- 25.** To act as the Proper Officer in the absence of both the Town Clerk and Chief Executive and Deputy Chief Executive and carry out functions and duties associated, except where some other person shall have been given specific duties associated with the title (defined by the Scheme of Delegation or specific Delegation Instructions).
- 26.** To prepare agendas for Meetings as required in the absence of both the Town Clerk and Chief Executive and Deputy Town Clerk.
- 27.** To act as Line Manager to support staff, as per the staff structure. Supporting staff to fulfil their job responsibilities and manage their continuing professional development, training and performance management.
- 28.** To be the joint Lead Officer for the Governance and Resources Committee, and Clerk those meetings from time to time where the Town Clerk and Chief Executive is unable to attend.
- 29.** To assist the Town Clerk in implementing decisions of the Council and it's Committees.
- 30.** To support the Town Clerk with updates to HR policies, contracts and associated duties as required.
- 31.** To adhere at all times to the policies and instructions of the Council.
- 32.** To undertake training and professional development in order to effectively perform your duties alongside understanding new legislation and best practice.
- 33.** To attend regular management, senior management and other internal meetings to ensure the smooth running of the Council's establishment. Providing briefings to the Town Clerk and Chief Executive or other relevant officers/managers as may be needed.
- 34.** To review and provide a timely comment on all relevant reports to Council/committees in the context of your areas of responsibility, advising the Council/officers on the proposals and signing off reports for review by the Town Clerk and Chief Executive.
- 35.** To undertake any other duties required by the Town Council consistent with the level and scope of the post, with the above duties being examples of what is expected.

Key relationships

The post holder may have contact with the general public as well as internal colleagues, including the Town Clerk and Chief Executive, other Service Managers and councillors.

This job description is based on current duties and is subject to regular review as part of appraisal or as and when it is deemed necessary in consultation with the post holder.

The Council currently has an external accountant who supports the Council in all aspects of their financial, payroll and other related activities. This post is part of succession planning and a robust handover will be conducted over a period of at least 12 months. The Council also engages the services of procurement and HR experts to which you will have agreed levels of access in order to fulfil any activities you have been set, effectively.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job. It has been used to draw up the advert and will also be used in the short- listing and interview process for this post. You should demonstrate on your application form how you meet the following essential criteria.

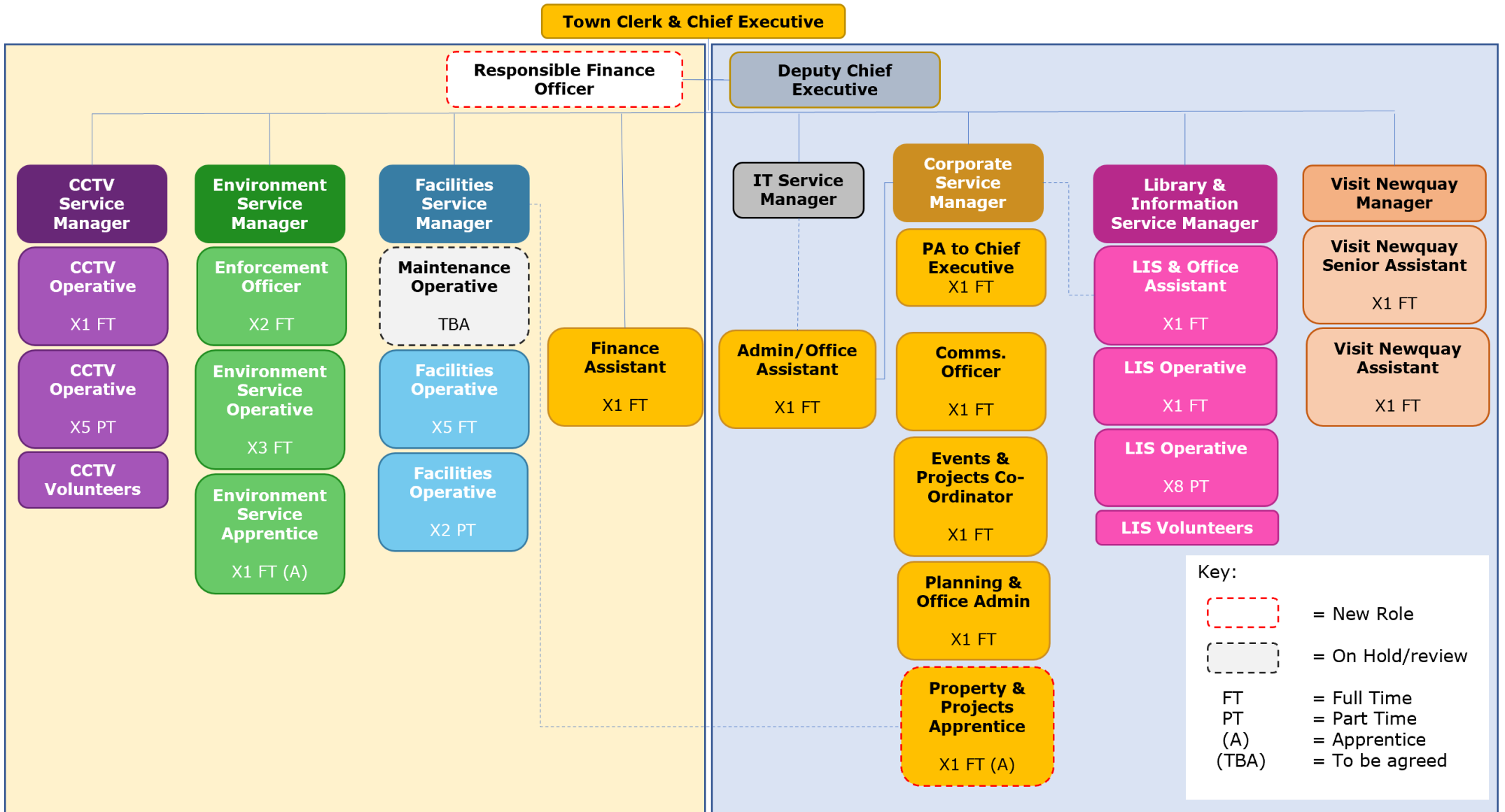
Code	Qualifications	Essential or Desirable	Identified by
Q1	Educated to degree or HND Level or NVQ level 4 or above.	E	Certificates/ application form
Q2	A relevant professional qualification (i.e. CIPFA, CIMA, ACCA) or will have equivalent relevant experience that can be proven, with a commitment to completing formal training.	E	
Q3	A relevant procurement qualification (i.e. CIPS)	D	
Code	Experience, skills and knowledge	Essential or Desirable	Identified by
E1	Managerial experience organising and co-ordinating financial administration services.	E	Application form, pre-interview assessments and interview
E2	Experience of creating and managing complex budgets.	E	
E3	Experience of producing long-term financial plans and forecasting (to satisfy the Council's objectives).	E	
E4	Knowledge to process all bookkeeping related transactions and postings.	E	
E5	Knowledge of accountancy processes including year-end close down of accounts.	E	
E6	An understanding of and practical ability to use <i>RBS</i> financial systems or equivalent computerised bespoke accounting system.	E	
E7	Excellent numeracy and accuracy skills, and speed of preparation, maintenance and monitoring of both manual and computerised records.	E	
E8	Relevant technical knowledge, or the ability to learn said knowledge speedily	E	
E9	Experience in undertaking detailed reconciliations and balancing of accounts	E	
E10	Payroll management and processing knowledge and experience including MoneySoft or equivalent payroll software	E	
E11	Good understanding of employee records and forms required under HMRC or other employment law	E	
E12	An understanding and experience of completing VAT returns within a public sector setting along with relevant record keeping	E	
E14	Ability to think analytically, solve problems and make decisions	E	
E15	Excellent use of Microsoft Applications Word / Excel / Outlook	E	
E16	Excellent written and verbal communication skills including report writing, influencing and negotiating skills and confident, assured presentation skills	E	

E17	Proven ability to work flexibly and manage a complex workload. Excellent time management skills to prioritise and set appropriate deadlines	E	
E18	Knowledge of procurement and contract management, tendering processes, Contract Finder, due diligence etc	E	
E19	Being aware and compliant with General Data Protection Regulations	E	
E20	Ability to demonstrate detailed knowledge and understanding of the wider impact of the role. This may include extensive and comprehensive knowledge of the Town Council's governance, processes and procedures with an understanding of political sensitivities	D	
E21	Experience of minute taking or leading meetings at board or management level.	D	
E22	Experience of working with or within a Town or Parish Council setting, with knowledge of how Town/Parish Council's operate.	D	
Code	Personal qualities	Essential or Desirable	
P1	Excellent teamwork and leadership skills and ability to use these to inspire, motivate and develop the finance team to attain high levels of performance	E	Application form, pre-interview assessments and interview
P2	Skills of organisation, enthusiasm, drive, resilience and a flexible approach	E	
P3	Experience in a customer facing role and handling public enquiries and challenging behaviour.	E	
P4	Proven ability to maintain confidentiality at all times.	E	
P5	Ability to use initiative to maintain relevant, current knowledge and skills to inform policy development related to finance.	E	
P6	Ability to act corporately in all circumstances.	E	
P7	Displays accountability and responsibility.	E	
P8	Ability to work under pressure to meet deadlines and to cope with problems calmly and effectively and to manage the workloads of the team.	E	
P9	Methodical and well organised with a good work ethic, especially as this post involves undertaking much of the work of the team in addition to admin and staff supervision.	E	
P10	Positive 'can do' attitude and able to use own initiative to react to situations and deliver a quality service at all times.	E	
P11	Strives for constant improvement	E	
P12	Ability to pass on skills to junior team members and supervise both the team and any future apprentice posts (as relevant).	E	
P13	Willing to being 'on-call' outside of Office Hours for emergencies.	E	
P14	Passionate about promoting Newquay and being an ambassador for the Council.	E	
P15	Possess the right to work in the UK.	E	

Code	Additional information	Essential or Desirable	Identified by
A1	An understanding of Local Government	E	Certificates, application form, interview
A2	There is a No Smoking Policy on all Council sites and within all Council vehicles.	E	
A3	Your normal place of work will be the Management Office, Municipal Offices, Marcus Hill. However, you may be required to attend or work from other sites owned or controlled by the Town Council.	E	
A4	Full, clean driving licence.	D	
A5	You may be called upon to assist with events or road closure management (approx. 5 x per year). This involves transporting, putting out and supervising signs and cones as well as marshalling. Full training will be given and this would be a rare occurrence if we have staff shortages.	D	
A6	During the summer there is a significant influx of visitors, which means roads in and around Newquay become extremely congested. Where the post holder resides is therefore something the Council will need to consider in order to ensure the postholder can effectively manage their time or attend evening meetings.	D	
Physical Demands	<p>The post holder will have to spend long hours at computer screens and working on budgets, which could cause eye strain.</p> <p>The post holder may also need to assist in the erection of signs, cones, and structures in relation to Town Council events.</p>		
Environmental Conditions	<p>The office is usually very busy and at times quite noisy with significant interruption through requests of residents, clients, staff, members and/or contractors. The post holder will need excellent organisational and time and stress management skills to complete the required tasks within this work setting.</p>		
Sensory Demands	<p>Sensory demands include constant interruption by managers, staff, members and the public through queries, calls and emails/messages. Also within meetings the postholder will be a senior manager and therefore will be open to member scrutiny and public questions. The need to remain calm and professional is important when under pressure within public meetings.</p>		

Mental Demands

The post holder will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines. The post-holder may be subject to challenging behaviour from members of the public if they are frustrated. The post holder is likely to undertake shifts where they are lone working which could cause stress.



Note: the background colours provide an indication of the likely workload falling to the Responsible Finance Officer or Deputy Chief Executive, they do not necessarily indicate which service manager/service reports to those senior managers.

DOCUMENT VERSION:

July 2021