



## WOKINGHAM TOWN COUNCIL

### Job Description

<b>Job title</b>	Deputy Clerk and Responsible Finance Officer (RFO)
<b>Location</b>	Wokingham Town Hall Market Place Wokingham RG40 1AS  Plus home working
<b>Reports to</b>	Town Clerk
<b>Remuneration</b>	£38,296 to £45,495* depending upon skills, qualifications and experience.  Plus Local Government Pension Scheme
<b>Type of position</b>	Permanent, Full Time
<b>Hours of work</b>	37 hours per week
<b>Responsible for</b>	<ul style="list-style-type: none"><li>• Finance Assistant</li><li>• Information Centre Manager</li><li>• Town Hall Events Co-ordinator</li></ul> Note: Line-management responsibilities may increase if the town council takes on additional staff in the future.
<b>Key Contacts</b>	Internal: <ul style="list-style-type: none"><li>• Councillors</li><li>• Staff</li></ul> External: <ul style="list-style-type: none"><li>• Suppliers/customers/contractors</li><li>• Bankers/investment managers</li><li>• Internal &amp; external auditors</li><li>• Berkshire Pension Fund</li></ul>
<b>Job Purpose</b>	<ul style="list-style-type: none"><li>• To maintain the proper financial records of the Council and for the prudent management and administration of its funds and finances.</li><li>• To Deputise for the Town Clerk and assist the Town Clerk in the discharging of the council's duties.</li></ul>

*This job description details the general nature and level of work performed by the employee in this post. It is not an inventory of all duties, responsibilities and outputs required of employees assigned to the role.*



## **Principal Accountabilities**

### **Financial and Asset management**

- 1 To effectively manage and monitor the Council's finances and to ensure that all the accounts conform with the requirements of the Accounts & Audit Regulations and statement of recommended practice (Currently the Joint Panel on Accountability and Governance Practitioners' Guide).
- 2 To prepare detailed annual revenue and capital budgets for submission to the Finance and Personnel Committee and thereafter to Full Council having consulted with other standing committees.
- 3 To ensure the submission of the annual precept demand to Wokingham Borough Council.
- 4 To meet the Council's statutory obligations for annual internal and external audit.
- 5 To liaise with the Town Clerk in relation to insurance risk and to process claims where necessary.
- 6 To manage the payroll system including the pension scheme together with the administration of Income Tax and National Insurance including the preparation and timely submission of all year-end returns and statements required by the HMRC.
- 7 To maintain statutory Value Added Tax records, making proper returns to and/or reclaims from. Liaising as necessary with HMRC including any inspections.
- 8 To maintain the Council's Asset Register.
- 9 To keep under review and make recommendations for any necessary changes to the councils Standing Financial Regulations
- 10 To make appropriate banking arrangements including regular reconciliations and to ensure that the day-to-day financial systems are up to date.
- 11 To support the Town Clerk in any financial research and analysis to effectively advise the Council.
- 12 To work with other officers to identify and pursue external funding opportunities to support the council's work
- 13 To prepare required financial management information and reporting, including monthly financial reports for Council Committees.
- 14 To clerk the Finance & Personnel Committee, including the preparation of the agenda, attendance at the meeting, taking notes and the preparation and circulation of minutes.
- 15 To attend, take notes and prepare minutes for the Full Council meetings.
- 16 Following the completion of training, to act as the Council's named individual for licensing purposes and ensure all licences are renewed at the appropriate time.
- 17 Responsibility for the information centre and GDPR regulations
- 18 To manage (with the support of the Town Clerk) Freedom of Information (FOI) and Subject Access Requests (SAR) received by the town council.

### **Management**

- 19 To line manage:
  - the Financial Assistant
  - Information Centre Manager and
  - Town Hall Events Co-ordinatorLine-management responsibilities may increase if the town council takes on additional staff in the future.
- 20 In conjunction with the Town Clerk to ensure strong and effective internal



- control systems are in place.
- 21 In conjunction with the Town Clerk to ensure that all officers comply with, and carry out all transactions in accordance with national and local government regulations and Wokingham Town Council's Standing Financial Instructions.
  - 22 In conjunction with the Town Clerk to promote effective risk management across the Council's activities.

### **General**

- 23 To deputise for the Clerk in their absence including at Full Council Meetings
- 24 The post holder will be expected to discharge his/her duties in accordance with council policy with particular reference to Standing Orders and Financial Regulations.
- 25 To liaise with all other officers with the emphasis on teamwork and providing assistance to other members of the team.
- 26 To undertake appropriate professional development, including the CILCA qualification (if not already held).
- 27 Any such other reasonable duties as may be required from time to time.

This job description is not inflexible and may therefore be altered from time to time, in conjunction with the post holder, to reflect the changing needs of the council.

\*Indicative NJC scale points 32 to 39

Note: Wokingham Town Council operates a Performance Related Pay (PRP) system and does not follow national NJC pay agreements.



## Person Specification

<b>Job Title</b>	Deputy Clerk and Responsible Finance Officer	
<b>Key Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications & Training	<p>Relevant accounting qualification</p> <p>CiLCA or willingness to work towards achieving this qualification</p>	CIPFA (or working towards)
Competencies (knowledge, skills, experience)	<ul style="list-style-type: none"> <li>• Experience within a financial setting/department</li> <li>• Knowledge of local government finance</li> <li>• Competent user of IT systems in particular the use of spreadsheets together with a good general awareness of broader IT systems available</li> <li>• Ability to take clear and accurate minutes of meetings</li> </ul>	<ul style="list-style-type: none"> <li>• People management experience</li> <li>• Experience of working with Councillors</li> <li>• Experience of working in a local government setting</li> <li>• Experience of the Rialtas Omega accounting package</li> </ul>
Work related personal requirements	<ul style="list-style-type: none"> <li>• Excellent communication and customer service skills</li> <li>• Well organised</li> <li>• Ability to work confidentially</li> <li>• Self motivated</li> <li>• Innovative</li> <li>• Solution focused</li> <li>• Willingness to embrace change</li> <li>• Flexible</li> <li>• Team player</li> </ul>	
Other work requirements	<ul style="list-style-type: none"> <li>• Able &amp; willing to work evenings and occasional weekends as required</li> <li>• Able to travel where necessary</li> </ul>	



## Staff Structure

