**Congleton Town Council**

**Role Profile**

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| **Job Title:** | Finance Manager (Responsible Financial Officer) | **Date:** | April 2021 |
| **Reporting Line:** | Chief Officer | **Job Level:** | LC3 (33-36) £36,922 - £39,880 |
| **Hours** | Full time (37 hours) | **Considerations** |  |

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| **FRAMEWORK FOR THE ROLE** |
| Town and Parish Councils are required by section 151 of the Local Government Act 1972 to appoint a Responsible Financial Officer (RFO) to manage their financial affairs. (Local Audit and Accountability Act 2017 and the Accounts and Audit Regulations 2018)  The RFO is described in the Accounts and Audit Regulations 2003, section 2(2)(a) as: “the person who, by virtue of section 151 of the Local Government Act 1972, is responsible for the administration of the financial affairs of a relevant body or, if no person is so responsible, the person who is responsible for keeping the accounts of such a body”.  The Regulations impose specific duties on the RFO to (i) establish a sound system of internal control and arrangements for the management of risk (section 4(1)); (ii) carry out an annual review of the system of internal control and to prepare and publish an annual statement of internal control (section 4(2)); (iii) determine the accounting records and ensure they are maintained in accordance with proper procedures and are kept up to date (section 5); and (iv) determine the accounting control systems and ensure that they are observed (also section 5). |
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| **JOB PURPOSE** |
| The Finance Manager will report directly to the Chief Officer and will:  (1) act as the Responsible Finance Officer (as outlined above) 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;  (2) To ensure corporate governance and administration of the Town Council with specific responsibilities for accounts and financial records, in accordance with Financial Regulations;  (3) Take responsibility for and to develop and lead on specific Town Council schemes, projects and service areas, focusing on Town Council finances and business support. |

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| **KEY RESPONSIBILITIES** |
| 1. To be responsible for and efficiently manage and monitor the Town Council’s finances including:  * regulating cash flow * review and monitor the Town Council’s systems and ensure that proper checks and controls are in place. To liaise with the Town Council’s internal auditor. Review the Financial Regulations annually (particularly any updates and amendments needed due to changes to statute and government regulations). Carry out investigations and prepare reports on an ad hoc basis. * controlling investments, bank transfers and cheque payments * ensure that all money due to the Town Council is billed and collected promptly and banked regularly and that payments are made promptly and made correctly * supervise the Finance Officer operating the Sales and Purchase ledgers and with banking payments; allocating receipts and payments from bank statements and completing monthly reconciliations for all the councils accounts and the 2 Mayor’s charity accounts. * operate an imprest Petty cash account. * submission of HMRC (PAYE and NI), Cheshire Pension Fund and VAT returns * overseeing of all internal accounting processes including salaries and wages payments; Calculating and preparing payroll journals to input into the accounts. Reconciling control accounts. Updating and calculating any pay increases. * operate the council’s grant scheme – liaise with applicants, log applications and follow up questions. Payment of grants awarded, checking receipts etc. * advising the Town Council on a financial strategy that will meet its financial and policy objectives (including preparation of annual budget and recommendation to council, precepting funds from Cheshire East Council when the final budget is agreed by council, production of income and expenditure reports and explanation for variances, budget monitoring and preparation of annual accounts); * prepare the Town Council’s annual Financial Statements in accordance with legislation and guidelines, seeking the Town Council’s approval of the Statement of Internal Control annually; * monitor the Local Government Pension Scheme, payroll legislation, annual pay awards, HR policies and take action as appropriate within a finance and business support remit; * carry out reviews of provision of utilities, contracts and services ensuring cost effective suppliers are in place, in context of the Town Council’s Carbon Net Zero commitment.  1. Review and monitor the Town Council’s systems and ensure that proper checks and controls are in place. To liaise with the Town Council’s internal auditor. Review the Financial Regulations annually (particularly any updates and amendments needed due to changes to statute and government regulations). Carry out investigations and prepare reports on an ad hoc basis. 2. To manage insurance risk and contracts and to oversee the maintenance of the Fixed Asset Register and Inventory and arrange an annual stock check to meet the auditor’s requirements. 3. To complete and balance the year-end accounts, then submit them for approval. Make relevant records, explanations and information available for internal audit and complete the Annual Governance and Accountability Return (AGAR) for the Council’s External Auditor and submit with records as requested. 4. To effectively manage the finance staff and resources, in keeping with the policies of the Town Council.      1. To provide business management support to the Town Council, working with other managers and officers as appropriate in relation to work such as:    * participating in strategic reviews on relevant issues – fraud and corruption, investments, IT etc and to make recommendations;    * ensuring implementation of all necessary procedures and documentation to ensure appropriate financial management in all departments of the Town Council’s work. 2. To assist as a member of the Town Council’s Management team with its overall performance management. This could involve taking responsibility for specific Town Council schemes, projects and events, as requested by the Chief Officer. 3. To oversee the preparation of agendas for, attend and write/oversee the writing of the minutes of the Finance and Policy Committee and other meetings as directed by the Chief Officer. 4. To advise the Town Council on overall policies to be followed in respect of the Council’s financial and business activities; ensure an up-to-date knowledge of Town Council policies/procedures, relevant legislation and to take responsibility for the annual review of Financial Regulations, attending appropriate courses as required. Monitor and propose updates to financial and business policies/procedures to ensure they are up-to-date and fit for purpose. 5. To ensure the Town Council’s obligations for risk assessment and health and safety are met within a finance and business administration remit. 6. Carry out other appropriate and relevant duties as the Town Council may require and take all reasonable steps to protect or promote the interests of the Town Council. |

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| **DIMENSIONS** |
| **Internal**  The postholder has responsibility for line managing the Finance Team (part-time Finance Officer).  The postholder is responsible for a turnover around £1.5 million, precept just under £1 million and is responsible for the financial aspects of Town Council business  The postholder reports to the Chief Officer and works closely with the management team to deliver work priorities.  The postholder will work autonomously in managing the financial operations of the Town Council, working to Council policy and procedure.  **External**  Represent the Town Council as required and ensure good working relationships with Cheshire East Council, parish and town councils and other public organisations and community groups/organisations.  Liaise with volunteers, management committees, voluntary organisation/community groups/friends’ groups, schools and businesses. Contractors/suppliers, staff from partner organisations, general |

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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Essential Skills:**  **You are required to have:**   1. A relevant professional qualification or equivalent specialist qualification (i.e. Business degree and AAT Level 4 diploma) or will have equivalent relevant experience and will be committing to training. 2. Full personal membership of a CCAB recognised organisation (AAT, CIPFA, CIMA ACCA) 3. Possess the right to work in the UK. 4. Excellent numeracy and accuracy skills, and speed of preparation, maintenance and monitoring of both manual and computerised records. 5. Excellent use of Microsoft Applications Word / Excel. 6. Ability to use initiative to maintain relevant, current knowledge and skills to inform policy development related to finance. 7. Awareness and compliance with General Data Protection Regulations. 8. Commitment to undertake the necessary qualifications to act as Proper Officer in absence of Chief Officer & Deputy Chief Officer. (ILCA/CILCA)   **Desirable:**   1. Experience of working in a Town or Parish Council setting 2. Knowledge of procurement and contract management, tendering processes, Contract Finder, due diligence etc 3. Data Protection/GDPR experience/qualifications 4. Relevant technical knowledge, or the ability to learn said knowledge speedily 5. A full UK driving licence or access to transport   **Experience:**   1. Managerial experience organising and co-ordinating financial administration services. 2. Experience of creating and managing budgets. 3. Experience of producing long-term financial plans and forecasting (to satisfy the Council’s objectives). 4. Experience in undertaking detailed reconciliations and balancing of accounts.   **Knowledge:**   1. Knowledge to process all bookkeeping related transactions and postings 2. Knowledge of accountancy processes including year-end close down of accounts. 3. An understanding of and practical ability to use Rialtas *OMEGA* financial systems or equivalent computerised bespoke accounting system. 4. 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   **Personal Style:**   1. Excellent teamwork and leadership skills and ability to use these to inspire, motivate and develop the finance team to attain high levels of performance. 2. Excellent written and verbal communication skills including report writing, influencing and negotiating skills and confident, assured presentation skills. 3. Proven ability to work flexibly and manage a complex workload. Excellent time management skills to prioritise and set appropriate deadlines. 4. Ability to use initiative to maintain relevant, current knowledge and skills to inform policy development related to finance. 5. Ability to think analytically, solve problems and make decisions. |