



JOB DESCRIPTION

1. Details of Post

- Title: Responsible Finance Officer/Assistant Town Clerk
- Grade 9 / SCP 29 - 31
- Locality: Broseley Town Council, The Library Building, Bridgnorth Road, Broseley, Shropshire TF12 5EL

2. Level & Purpose of Post

- To serve the Town Council and the local community at local, regional and national level, ensuring that the Council operates in accordance with legislation.
- To deputise for the Town Clerk and act as the Town Council's Proper Officer in the event of the Town Clerk's absence.
- To act as the Council's Responsible Finance Officer with responsibility for financial matters.
- At the discretion of the Town Clerk, to assist in the operational management of all functions that may include: general administration; customer services; performance management; the development and implementation of operational plans, procedures and systems; repairs and maintenance; cemetery management; grounds maintenance and the management of open spaces; car parking; health and safety; civic and other events; community and stakeholder relations; publications and communications; the promotion of tourism and the local economy and other adhoc projects.
- The postholder will be responsible to the Town Clerk, who is in turn responsible for the post holder's health and safety, training and development.

3. Key Responsibilities

- The RFO will be under a statutory duty to carry out the functions relating to financial matters required by law. The RFO will be responsible for ensuring that the instructions of the Council concerning its finances are carried out and for advising the Council on its financial responsibilities.
- To work closely with the Town Clerk and be accountable for the effective management of the Council's finances, reporting to the Council as and when required.

- To work with the Town Clerk to ensure that statutory and other provisions governing or affecting the operation of the Council are observed, including standing orders, external and internal audit, internal control, risk management, health and safety and cemetery record keeping.
- The post holder will be responsible and accountable for the Council's Groundsmen, acting in a managerial capacity, monitoring performance, supporting development and undertaking annual appraisals.

4. Main Duties

Responsible Finance Officer:

- To be responsible for preparing the Town Council's budget and precept in conjunction with Councillors.
- To monitor expenditure and highlight variances, preparing year end accounts, ensuring the correct audit processes are followed.
- To identify external funding opportunities, preparing bids/applications and subsequent management of any secured funding, updating members as appropriate.
- Administration of Community Infrastructure Levy funds.
- To be responsible for the Council Payroll and submission of appropriate returns to HMRC and Shropshire Pension Services.
- To assist the Town Clerk in ensuring that insurance risks and claims are managed appropriately and reported to the Council as required.
- To administer and review the Council's Grant Scheme.
- To ensure the Council's funds are correctly managed and invested and advise Councillors on the most suitable options for capital funds.
- To ensure all banking and financial matters are appropriately managed in accordance with Council Procedures.
- To administer the Mayor's Charity account.
- To carry out verification of invoices and ensure associated financial activity is correctly processed.

Assistant Town Clerk:

- To attend duly convened meetings of the Council, its committees and other Council functions as and when required, as directed by the Town Clerk.

- To ensure effective working relationships with the Mayor, Councillors and external organisations.
- To ensure that lawful instructions of the Council, in connection with its functions as a local authority, are undertaken in a timely manner.
- To assist the Town Clerk in providing appropriate advice and guidance to Councillors and Committees.
- To oversee the management and operations of the Town Cemetery, liaising with undertakers and maintaining the Council's record of burials.
- To positively promote the Town Council with residents, visitors, stakeholders and external partners.
- In the absence of the Town Clerk, to provide minutes and other statutory records of all meetings and take such action as is required by resolutions, recommendations and instructions of those meetings, in accordance with the Council's Standing Orders and financial regulations.
- To issue notices, letters and other documents required by the Council, as directed by the Town Clerk, and be responsible for ensuring the timely compilation and issuing of statutory notices of meetings, agendas, reports, minutes etc.
- To be responsible and accountable for the Council's Groundsmen, acting in a supervisory/managerial capacity, monitoring performance, supporting development and undertaking annual appraisals.
- To be responsible for the day to day management of all the Council's buildings and car parks in the absence of the Town Clerk.
- To assist the Town Clerk in the operational management of Council functions, services and events.
- To undertake Risk Assessments as directed by the Town Clerk.
- To lead on Council projects as directed by the Town Clerk.
- To assist in the management of budgets, assets and resources in terms of operational matters.

These duties are illustrative and not exhaustive. The post holder will be expected to become involved in a range of work to enable the service to respond effectively to the changing requirements of the Council and changes affecting the workforce.