

Job Description: Administrator/Responsible Finance Officer

Job Title	Administrator/Responsible Finance Officer		
Grade	20-25	Salary Range	£19,430- £22,658 (pro-rata)
Hours of Work	20 hours	Contract Type	Open ended
Work Pattern	To be agreed (preferred mornings)	Vacancy Number	RFO/CPC/20181

1. Overview

The Clerk of the Congresbury Parish Council (CPC), as Proper Officer, is accountable for the overall administration of the business of the Council and in addition has a number of specific legal responsibilities. The Clerk is responsible for the line management of staff employed by the Council including the Administrator/Responsible Finance Officer (RFO).

The Administrator/RFO will assist the Clerk with their duties as required and will specifically be responsible for the administration duties and the overall financial management and the direction needed to properly manage the assets of the Council, e.g. Old School Rooms, Burial Ground, Allotments, and other items in the Council's Register of Assets. All duties are to be carried out in accordance with statutory provisions and the Council's governing principles, policies and regulations.

2. Specific Responsibilities

The Administrator/RFO, whilst working under the overall direction of the Clerk, will have the following specific duties:

2.1 - Financial

1. To advise the Council on, and assist in the formation of, overall policies to be followed in respect of financial regulations, management and controls.
2. Be responsible for maintaining effective financial controls including preparation of accounts and returns, audit and the exact administration of its finances. This management includes the raising invoices and making payments as required, monitoring income and expenditure against budget and preparing financial reports and records for Council meetings and for audit purposes.
3. To prepare the Council's Annual Return within defined timescales.
4. To submit VAT returns in line with HMRC requirements.
5. To make arrangements to manage the payroll, tax, NI, pensions and other requirements for staff.
6. To produce a payment schedule for authorisation and noting in line with Financial Regulations.
7. To manage all banking activity, including petty cash, payments and receipts and reconciliations.

8. To work with the Clerk and Councillors to develop an annual budget in accordance with financial regulations. To provide a regular analysis of budget performance and make recommendations for virements.
9. To manage effective systems of financial control including making appropriate arrangements for internal and external audit as directed by the Council.
10. To maintain effective arrangements for the management of insurance services.
11. To provide support as directed by the Council to ensure good governance of any trust, charity or other body where the Council holds an interest, i.e the Hannah Marshman Trust, Millennium Green Trust
12. To advise the Clerk, Chair of the Council, Chair of the Finance Committee and Councillors on the financial regulations, management and controls and any issues arising and any departure from these.
13. To financially assure and support the procurement of goods and services as specified by the Council including to prepare appropriate specifications for works, to seek appropriate quotations and to ensure value for money, to quality assure and to monitor the contract as appropriate. This to include the management of the supply and value of contracts for specialist services including utilities.

2.2 - Asset Management

1. To maintain the Council's Register of Property and Assets.
2. To manage the operation of the Old School Rooms including taking bookings, invoicing and liaising with regular and one off building users. Seek best value through the management of contracts in relation to their planned maintenance, improvement and delivery of service.
3. To manage the operation of the Burial Ground and those aspects of the Churchyard under CPC responsibility. This includes responsibility for all necessary registers and documentation associated with the burial ground and liaising with both Church Authorities and Funeral Directors as required.
4. To manage the operation of the Allotments. This includes collection of annual rent, allocation of vacant plots and taking compliance action when necessary.

2.3 - General

1. To assist the Clerk with preparation for meetings as required, with specific responsibility for producing and circulating Planning Agendas and supporting documentation.
2. To prepare the Finance Committee meeting agendas and supporting documents and attend the meetings to provide relevant advice.
3. To assist in maintaining the Council's website with all documentation that needs to be legally published, with specific responsibility for displaying such documentation on village notice boards.
4. To provide cover in the absence of the Clerk. This may include attending meetings of the Council and drafting appropriate minutes.
5. To deal with enquiries from members of the public.

6. To undertake any other administrative or financial work as directed by the Clerk and to work independently or with the Clerk on strategic projects as required.
7. To be committed to continuous learning and attend any training course/seminar as requested to continue to acquire the necessary professional knowledge as required.

3.0 Relationships

Line Manager: Clerk

Line Manager to (where appropriate): N/A

Regular Contact: Build and maintain strong working relationships with Councillors.

4.0 Job Requirements

There will be some manual handling with regard to set up of rooms in the Old School Rooms. Manual handling aids are available.

Some lone working within the office during normal working hours.

5.0 Person Specification

	Essential	Desirable
Relevant Qualifications	<ul style="list-style-type: none"> • A high standard of education – five GCSE’s or equivalent, including Maths and English. • Relevant finance, accounting or business qualification 	<ul style="list-style-type: none"> • Relevant degree or equivalent qualification • Working knowledge of local government finance, accounting packages and audit requirements • Knowledge and understanding of local council administration, including the decision making process and powers available
Relevant experience, skills and knowledge	<ul style="list-style-type: none"> • Experience of budget setting and monitoring • Experience of preparing accounts, statements and returns for audit • Experience of using computerised accounting and payroll systems • Effective computer skills • High attention to detail 	<ul style="list-style-type: none"> • Previous local government experience or experience of governance arrangements such as agenda preparation and minute taking
Communication and interpersonal skills	<ul style="list-style-type: none"> • Ability to communicate clearly and present clear, concise written reports • Ability to prioritise work, set 	<ul style="list-style-type: none"> • The ability to establish and maintain good relationships with Councillors, colleagues and members of the public.

	<p>targets and organise work in an efficient manner in the light of competing and changing priorities and organisational challenges</p> <ul style="list-style-type: none">• Ability to anticipate problems and present solutions with a positive attitude• Ability to deal with a wide range of people in an impartial, diplomatic and professional manner• Commitment to excellent customer service• Ability to work to deadlines especially with competing demands	<ul style="list-style-type: none">• Ability to communicate using online resources such as websites and social media.
--	---	--