

SHEPTON MALLET TOWN COUNCIL

Job Description and Person Specification

BUSINESS DEVELOPMENT OFFICER

(also known at the Responsible Financial Officer (RFO))

Salary and grade: £29,055 - £33,136 (FTE) and subject to experience
Hours of work: 18 hours per week, occasional evening meetings/weekend work
Contract: Permanent, Part time
Reporting to: Town Clerk
Location: Offices of Shepton Mallet Town Council
Staff Responsibilities: None

THE PURPOSE OF THE ROLE:

Local Councils are required by Section 151 of the Local Government Act 1972 to appoint a Responsible Financial Officer to manage their financial affairs.

To ensure Corporate Governance and Financial Administration of the Council with specific responsibilities for accounts and finance records.

MAIN RESPONSIBILITIES

1. To efficiently manage and monitor the Council's finances and to advise the council on a financial strategy that will meet its financial and policy objectives.
2. To ensure that the council complies with all relevant statutes, regulations and proper practices including the publication of such data as may be required.
3. To develop and review processes, policies and controls to ensure that the Council's finances are managed within an agreed framework and conform to the requirements of the Audit and Accounts Regulations.
4. To accurately and promptly record all financial transactions and maintain up to date accounting records throughout the financial year.
5. To provide clear and timely financial reports and advice to the Council, Committees and the Town Clerk, on both request and in accordance with the Council's Standing Orders.
6. To construct an annual budget for the Council and to submit the precept demand to the District Council.
7. To develop, for approval, a medium term financial plan.
8. To apply budgetary control of all the Council's income and expenditure.
9. To prepare year-end accounts and complete the Annual Governance and Accountability Return for submission to Council and the external auditor.

SPECIFIC TASKS

1. To undertake all day-to-day and routine aspects of finance utilising the council's accounting software: Sales Ledger, Purchase Ledger, Cashbook, VAT transactions and returns, Petty Cash, Journals, and bank reconciliations.

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Author: Town Clerk, CS

2. To make appropriate banking arrangements that includes managing the council's bank accounts and investment accounts and to advice to the appropriate committee in relation to treasury management.
3. To manage the payroll function which is operated through the Council's external payroll provider, including keeping personnel records of annual leave, sickness and TOIL and to liaise with HMRC and the pension provider.
4. To assist the Town Clerk in spheres relating to finance, tender, budget, contract, grants and other relevant work.
5. To oversee quotes and tenders for works, goods, contracts and services as required by the council's regulations.
6. To manage contracts, leases, loans and Service Level Agreements with regard to the office, the office infrastructure and tenants of the council.
7. To create and maintain a Financial Risk Strategy and Register.
8. To ensure that the Council's obligations to insure are properly met.
9. To maintain the Council's inventory of property and assets.
10. To oversee the Council's Community Donations and Grants scheme.
11. To source and administer grant applications that might be an opportunity for income generation.
12. To liaise with the Internal and External Auditors.
13. To work with the Town Clerk in the development of projects and business plans.

GENERAL

1. To undertake other such duties as may be reasonably required, commensurate with this post, to support the operational needs of the council, including supporting other members of staff during holidays and sickness absences.
2. To attend evening meetings and maintain a flexible approach to working hours.
3. To carry out all duties in accordance with the Town Council's adopted policies.
4. To actively support the council's policies in relation to Dignity at Work, Equal Opportunities, Disability Discrimination and the Health and Safety at Work Act 1974.
5. To work as part of a multi-disciplinary team, but to also take responsibility and work on own initiative.
6. To work positively with other members of the council and the staff team in a supportive and courteous manner.
7. To actively and positively contribute to a personal development programme.
8. To undertake relevant training on the council's financial package.
9. To undertake such training or attendance at conferences or similar events as directed by the Town Clerk.
10. To provide relevant training to other members of staff.
11. To adhere to the confidentiality of the information that the post holder has access to.

This document is subject to regular review to reflect any changing operational needs of the council.

**SHEPTON MALLET TOWN COUNCIL
PERSON SPECIFICATION
Business Development Officer (RFO)**

	Essential	Desirable	Evidence
Qualifications			
Educated to degree level or equivalent		✓	Application Form
Relevant Professional Accounting Qualification	✓		Application Form
Knowledge and Skills			
Good numeracy skills and ability to understand and interpret financial data	✓		Application Form
Detailed knowledge of relevant financial legislation, policies and best practice	✓		Application Form
Ability to present complex data in a simple manner to a wide audience	✓		Application Form
Budget management and planning		✓	Application Form
Experience of submitting statutory returns, including VAT Return		✓	Application Form
ICT Skills, including accountancy software	✓		Application Form
Experience			
Minimum of 2 years accounting experience in local government or similar small organisation	✓		Application Form and Interview
Financial management, including budgetary control, for income and expenditure exceeding £500,000		✓	Application Form and Interview
Proven experience of preparing payroll		✓	Application Form and Interview
Proven experience of preparing for internal and external audit		✓	Application Form and Interview
Proven experience of writing reports of both a financial and governance nature	✓		Application Form and Interview
Behaviour and Characteristics			
A Can –Do attitude	✓		Interview
Ability to work flexible hours, including meetings	✓		Interview
A team player, service and public orientated, innovative, supportive, motivated, and flexible	✓		Interview
Confident to deliver presentations in a public forum, to a wide audience		✓	Interview
Tactful, diplomatic and with respect for confidentiality	✓		Interview