

SHEPTON MALLET TOWN COUNCIL
Job Description and Person Specification
Deputy Town Clerk and Responsible Financial Officer

Salary and grade: SCP 29 – 31 (£33,486 - £35,336) pro-rata
Hours of work: 25-30 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

1. Deputising for the Town Clerk, effective management of the office, finance and community matters.
2. Clerking of the Arts, Culture and Tourism Committee and the Policy and Resources Committee.
3. Overall responsibility for the Town Council's finances, ensuring that the accounts and financial records of the town council are maintained in accordance with section 151 of the local government act 1972 and all other regulations and legislation.
4. Preparing management reports, year end accounts, maintaining asset registers, transparency of data and being the data protection office, salaries and pensions.
5. Overall responsibility for the Town Council's finances, ensuring Corporate Governance and Financial Administration of the Council with specific responsibilities for accounts and finance records. Local Councils are required by Section 151 of the Local Government Act 1972 to appoint a Responsible Financial Officer to manage their financial affairs.
6. To assist in the delivery of projects that support local groups and residents, through engagement, communication, partnership work and development.

RESPONSIBILITIES - FINANCE

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 statues, regulations and proper practices including the publication of 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 provide clear and timely financial reports to the council, committees and the Town Clerk, on request and in accordance with the council's Standing Orders
5. To accurately and promptly record all financial transactions and maintain up to date accounting records throughout the financial year
6. To make appropriate banking arrangements that includes managing the council's bank accounts and investment accounts and to advise to the appropriate committee in relation to treasury management
7. To manage the payroll function which is operated through the council's external payroll provider, including keeping personnel records and to liaise with HMRC and the pension provider, and to keep confidential records in accordance with GDPR

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8. To oversee quotes and tenders for works, goods and contracts as required by the council's regulations
9. To manage contracts, leases, loans and Service Level Agreements with regard to the office, the office infrastructure and tenants of the council
10. To construct an annual budget for the council and to submit the precept demand to the District Council
11. To develop, for approval, a medium term financial plan
12. To ensure that the council's obligations to insure are properly met
13. To maintain the council's inventory of property and assets
14. To prepare year-end accounts and complete the Annual Governance and Accountability Return for submission to council and the external auditor
15. To manage the finances and annual returns associated with the council's charities
16. To oversee the council's Community Donations and Grants scheme
17. To facilitate meetings with community groups and provide support for applications to the town council's Community Donations and Grant scheme
18. To source and administer grant applications that might be an opportunity for income generation
19. To represent the town council at appropriate networks
20. To assist with the planning and management of town council events

RESPONSIBILITIES - DEPUTY TOWN CLERK

- 1.
2. To assist the Town Clerk in ensuring that the Town Council is correctly run according to local government regulations and legislation and, in liaison with the Town Clerk, to advise the Town Council and individual councillors on financial and legal matters in relation to subjects they wish to be involved in and which are relevant to a town council function.
3. To assist in drawing up agendas and minutes
4. To clerk meetings of some town council committees and other meetings as required.
5. Take appropriate follow-up action from meetings and carry out all decisions made on behalf of members when required and liaison with the Clerk.
6. To respond to correspondence where management input is required.

GENERAL

7. 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
8. To attend evening meetings and maintain a flexible approach to working hours
9. To carry out all duties in accordance with the Town Council's adopted policies
10. 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
11. To work as part of a multi-disciplinary team, but to also take responsibility and work on own initiative
12. To work positively with other members of the council and the staff team in a supportive and courteous manner

13. To actively and positively contribute to a personal development programme and to undertake relevant training on the council's financial package and such training or attendance at conferences or similar events as directed by the Town Clerk
14. To provide relevant training to other members of staff
15. 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.

PERSON SPECIFICATION
Deputy Town Clerk and Responsible Finance Officer

	Essential	Desirable	Evidence
Qualifications			
Educated to degree level or equivalent		✓	Application Form
Relevant Professional Finance/Accounting Qualification	✓		Application Form
Relevant Professional Local Government Qualification or willing to work towards one	✓		Application Form
Knowledge and Skills			
Good numeracy skills and ability to understand and interpret financial data	✓		Application Form
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
Website and social media platform knowledge		✓	Application Form
Experience			
Minimum of 3 years accounting experience in local government or similar small organisation	✓		Application Form and Interview
Financial management, including budgetary control, for income and expenditure		✓	Application Form and Interview
Proven experience of working with payroll and confidential matters linked to payroll		✓	Application Form and Interview
Proven experience of working with community groups	✓		Application Form and Interview
Proven experience of managing a variety of communication strands	✓		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