

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

Salary and grade: SCP 29 – 32 (£37,336 - £40,221)
Hours of work: 30 - 37 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

Purpose of the Role

The Deputy Town Clerk & Responsible Financial Officer plays a pivotal role in supporting the Town Clerk in strategic and day-to-day matters while overseeing the financial management of Shepton Mallet Town Council. This role requires meticulous attention to detail, strong financial acumen, and the ability to effectively manage various administrative tasks.

Key Responsibilities:

Finance Administration and Management:

- Maintain accurate financial records and ledgers.
- Oversee accounts Income and Expenditure processes.
- Ensure compliance with financial regulations and legislation.

Payroll/Pension Management:

- Manage payroll processing and pension administration.
- Ensure timely submission of relevant documents and payments.
- Keep confidential records in accordance with GDPR.

Charity Accounts:

- Maintain separate accounting records for the three charities of which the Council is sole trustee.
- Ensure compliance with charity regulations and reporting requirements.

Budgeting & Earmarked Reserves:

- Develop and monitor annual budgets.
- Develop and monitor five-year financial plan
- Manage earmarked reserves for specific projects or purposes.

Banking & Investments:

- Manage the Council's banking relationships.
- Oversee investment activities in accordance with Council policies.

Audit Oversight:

- Coordinate internal and external audit processes.
- Implement audit recommendations to ensure financial integrity.

Policies & Financial Regulations:

- Develop and review financial policies and procedures.
- Ensure compliance with relevant regulations and standards including the Practitioners Guide.
- Develop and advise on a financial strategy that meets the council's financial and policy objectives.

SLA Management:

- Collaborate with the Community Support Officer to manage service level agreements payments.
- Manage contracts, leases, loans and Service Level Agreements with regard to the office, the office infrastructure and tenants of the council.

Asset Register & Management:

- Maintain an accurate asset register.
- Collaborate with the Town Clerk for effective asset management and capital replacement programme.
- Ensure adequate insurance cover, including fidelity guarantee.
- Manage all insurance related claims and processes.

Rent Review & Compliance:

- Conduct rent reviews for council-owned properties.
- Ensure compliance and transparency in all rental agreements.

Office Management:

- Oversee general office operations and administration.

Policy & Resources Meetings:

- Clerk Policy and Resources Committee meetings.
- Provide administrative support for other council meetings as required.

Event Support:

- Assist in coordinating and supporting council events.

Quality Status & Complaints Handling:

- Support the Clerk in obtaining and maintaining Quality Gold status.
- Handle complaints in collaboration with the Town Clerk.

Role-Related CPD & Administration:

- Engage in continuous professional development relevant to the role.
- Manage administrative tasks associated with the position.

Additional Responsibilities:

- Deputise for the Town Clerk in their absence with full delegated authority.
- Provide strategic support to the Town Clerk.
- Clerk various meetings as required by the Town Council.

PERSON SPECIFICATION
Deputy Town Clerk and Responsible Financial Officer

	Essential	Desirable	Evidence
Qualifications			
Educated to degree level or equivalent		✓	Application Form
Relevant Professional Finance/Accounting Qualification or willing to work towards one	✓		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