

## CALDICOT TOWN COUNCIL

### Job Description

**Post:** Deputy Town Clerk and Deputy Responsible Finance Officer (RFO)

Responsible to: Town Clerk/RFO

Summary of Duties:

To manage the finances of the Town Council in conjunction with the Town Clerk/RFO and other Deputy Clerk duties.

**Salary:** SPC LC24-LC28 (£18.35-£20.29 per hour; under review)

**Hours of work:** Up to 25 hours per week to include some evening meetings.

### Main Duties

#### Deputy Town Clerk

1. Deputise for the Town Clerk/RFO on all matters relating to the role of Town Clerk.
2. Be the Councils' representative and attend meetings for the Council as required by the Town Clerk/RFO.
3. Get involved in the projects and events managed by the Town Council.

#### Deputy Responsible Financial Officer

To work with the Town Clerk/RFO on all the following:

1. Preparation of financial reports to the Council and appropriate Committees covering budget monitoring, Council fund balances, receipts to date, payroll summary, payment of accounts and other relevant financial matters.
2. Work with Committees and relevant staff to prepare an annual budget for the following financial year.
3. Prepare and balance final accounts in accordance with the relevant Accounts and Audit Regulations and report thereon to the appropriate Committee and/or Council.
4. Make arrangements for the public inspection of the accounts, books and vouchers at the time appropriate time.
5. Work with the Town Clerk/RFO to produce accounts and records for external audit in accordance with the relevant Accounts and Audit Regulations and to arrange for internal audit of all material aspects of the Council's financial affairs.
6. In conjunction with the Town Clerk/RFO monitor compliance with the Council's Financial Regulations and prepare necessary amendments to them on at least an annual basis.

7. In conjunction with the Town Clerk/RFO ensure correct financial systems are in place to enable the Council to comply with all financial requirements.
8. To issue invoices and receive the payments of the same on a regular basis, chase debtors in a timely manner.
9. To maintain the Council's register of property/assets in conjunction with the Town Clerk/RFO and Finance Committee.
10. In conjunction with the Town Clerk/RFO review all Financial Risk Assessments on insurance and policies on an annual basis and make changes as required.
11. In conjunction with the Town Clerk/RFO provide the expertise and ability to advise and guide the Council with regard to financial decisions.
12. To ensure that the VAT returns are dealt with promptly by the appropriate staff and to deal with VAT inspections, etc.
13. To manage cash flow and to control investments and bank transfers and to ensure that all money due to the Council is invoiced and collected promptly and that money received by the Council are banked regularly, in line with Financial Regulations.
14. Examine, verify and certify that contracts for work, goods or services have been received, carried out, examined and approved.
15. Ensure that all banking is carried out within five days of receipt whether cash or cheque.
16. To reconcile the bank accounts with the cashbook monthly.
17. To oversee payments by cheques, on-line and/or BACS meet the requirements of Financial Regulations.
18. Attend Council and Committee meetings associated with your finance role leading where required.
19. Prepare and maintain financial information on the Council website.
20. Manage bank and investments accounts mandates and signatories.
21. To maintain the accounts of the independent Mayor's Charity Fund.
22. To make recommendations to the Committee where savings can be made and to identify opportunities to increase efficiency in the running of the Council.

### Payroll

In conjunction with the Town Clerk/RFO:

1. Prepare the payroll submissions for all staff on a monthly basis.
2. Submit the monthly and annual pension report to the pension providers.
3. Ensure that all relevant information is submitted to the HMRC on a monthly and annual basis.
4. Complete the end of year returns for all aspects of payroll.

## Burials

Working in conjunction with the Town Clerk/RFO and the Cemetery Officer:

1. Support the Cemetery Officer with their role and responsibilities until such point that another member of staff is given the cemetery assistant support role.
2. As Deputy RFO ensure that all cemetery payments have been received and bank all payments in a timely manner.
3. Support for the Cemetery Officer may include the following roles and responsibilities, however this is not necessarily an exhaustive list.
4. Carry out all administration in relation to burials, interment of ashes and the installation of memorials in line with relevant statute.
5. Be the point of contact for the undertakers and Memorial Masons at the Town Council.
6. Liaise with members of the public in relation to the cemetery.
7. Carry out the administration and response to the monitoring and repair of memorials, including checks of temporary safety measures in conjunction with contractors' maintenance team.
8. Check cemetery and grave plot following burial.
9. Manage the burials database.
10. Maintain burials procedures document.
11. Update cemetery regulations as required.

## Other Duties

- To attend such meetings of the Council or its committees as may be required to offer financial or administrative advice.
- Any other duties as may be reasonably required including answering the phone, talking to callers to the office and getting ready for meetings.
- All work is carried out to be compliant with the General Data Protection Regulations (GDPR).
- The post holder will be responsible for ensuring that e-mails and information are only kept where absolutely necessary or to comply with all legal requirements.
- The post holder will ensure that confidentiality is not breached.
- The post holder will ensure that the post holder stays impartial on all Town Council Matters.

## Health and Safety

- The post holder will work to meet the requirements of the Health and Safety at Work Etc act 1974, subsequent statute and Caldicot Town Council's Health and Safety Policy.

- The post holder shall be responsible for their own conduct and be aware that they must not do anything that could cause accidents or endanger the lives of others.

## **CALDICOT TOWN COUNCIL**

### **Person Specification**

#### **Deputy Town Clerk & Deputy Responsible Financial Officer (Part Time)**

| <b>Criteria</b>           | <b>Essential</b>                                     | <b>Desirable</b>                                                                                                                                                                                     | <b>Assessed by</b>         |
|---------------------------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
| Experience.               | Financial management and budget monitoring.          | Town Community Council experience.<br><br>Committee support experience.<br><br>Preparation of accounts and audit support, financial reporting, and implementation of financial systems and controls. | Application & interview.   |
| Qualification & Training. | FiLCA or willingness to obtain within 6 months.      |                                                                                                                                                                                                      | Certificates.              |
| Knowledge.                | GDPR and FOI.<br><br>Knowledge of financial systems. | Governance framework of Town Councils insurance and risk management.<br><br>Local government financial systems; budget setting and audit procedures and financial controls.                          | Application and interview. |

|                        |                                                                                                                                                                                                          |                                                                                                     |                          |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------|
|                        |                                                                                                                                                                                                          | Procurement and financial controls.                                                                 |                          |
| Skills & Abilities.    | <p>Numeracy and analytical skills.</p> <p>Strong written and oral communication skills.</p> <p>High-quality report writing: IT literate (MS Office, Excel. Organisational and prioritisation skills.</p> | <p>Experience using EDGE accountancy software.</p> <p>Some understanding of the Welsh language.</p> | Application & Interview. |
| Qualities & Attributes | <p>Political impartiality; self-motivated;</p> <p>Trustworthy;</p> <p>Flexible and adaptable. ; Ability to build effective working relationships.</p>                                                    |                                                                                                     | Interview.               |
| Special Requirements   | <p>Able to attend evening meetings, usually two per month.</p> <p>Willingness to undertake training.</p>                                                                                                 | <p>Driving license would be helpful but not essential.</p>                                          | Application & interview. |