



Bexhill-on-Sea Town Council

A vacancy has arisen for the position of Full-Time Responsible Financial Officer

Bexhill-on-Sea Town Council is seeking to appoint one full time Responsible Financial Officer. Duties will include providing day to day financial management of the Town Council under the direction of the Town Clerk. Managing the Town Council's financial affairs within the legal framework for Local Authorities and to comply with current legislation, statements of recommended practice and accounting codes of practice to ensure that the Town Council complies with the Financial Regulations approved by the council.

To act as the Town Council's "Responsible Finance Officer" (RFO) described in the Accounts and Audit Regulations 2003, section 2(2)(a) as: "the person who, by virtue of section 151 of the Local Government Act 1972, is responsible for the administration of the financial affairs of a relevant body or, if no person is so responsible, the person who is responsible for keeping the accounts of such a body". The Regulations impose specific duties on the RFO to (i) establish a sound system of internal control and arrangements for the management of risk (section 4(1)); (ii) carry out an annual review of the system of internal control and to prepare and publish an annual statement of internal control (section 4(2)); (iii) determine the accounting records and ensure they are maintained in accordance with proper procedures and are kept up to date (section 5); and (iv) determine the accounting control systems and ensure that they are observed (also section 5).

The role will be 37 hours per week, with attendance at regular evening meetings.

The successful applicants will be based at the town council offices in central Bexhill, working to a flexible shift rota that meets the needs of the office management plans.

An application form is available on our website or by emailing:

town.clerk@bexhilltowncouncil.gov.uk

Tel: 07769 254176

The post is offered at point NJC SCP 25, £33,945.

Applications should be submitted to the Town Clerk by 5 pm on 31st December 2023.

JOB DESCRIPTION

Full-Time Responsible Financial Officer

Person Specification

| | Essential | Desirable |
|----------------------|---|--|
| Education | A recognised finance or accounting qualification | FILCA/ILCA or CILCA |
| Skills and Knowledge | A minimum of 2 years previous financial experience in Local Government or similar environment | Experience of Rialtas OMEGA finance package. |
| | Experience in Bank Reconciliations | Experience of working to deadlines in a structured environment |
| | Budget management and financial planning | Experience of leading meetings |
| | Good understanding of VAT | |
| | Understanding of local government finance and Accounts and Audit Regulations | |
| | Experience of Contract Management | |
| | Experience in administering payroll and pensions | |
| | Experience in tendering processes | |
| | Knowledge of GDPR and FOI | |
| Personal Qualities | Committed to continuous development | To be able to understand and explain complex regulations. |
| | Flexibility of approach, open to creative ways of working | |
| | Able to keep calm in stressful situations. | |
| | Ability to work flexibly and attending evening meetings. | |
| | Ability to work quickly and under pressure | |
| | Ability to work alone and as part of a team | |

Main Responsibilities:

- 1. Year-end financial statements:** Prepare the Town Council's annual Financial Statements in accordance with applicable legislation and guidelines.
Within applicable time constraints, make the Financial Statements available to Town Council's auditors and to provide such working papers, explanations and information as the auditors may require to carry out the annual audit. Prepare the annual Statement of Internal Control and to seek the Council's approval of such statement every year.
- 2. Management Accounts:** Prepare monthly management accounts for presentation to Council, together with explanations of major variances. Provide same to managers and investigate discrepancies. Prepare working hours summaries from information supplied by the finance assistant.
- 3. Annual Estimates:** Prepare revenue and capital estimates for the council and to make recommendations to the council for the amount to be precepted in the following year. To prepare forecasts for subsequent years on a three year rolling basis.
- 4. Internal Control:** Review and monitor the Town Council's systems and ensure that proper checks and controls are in place. To liaise with the Town Council's internal auditor. Carry out investigations and prepare reports on an ad hoc basis.
- 5. Risk Management:** Devise and implement a system of risk management covering all aspects of the Town Council's activities. Carry out an annual review of the Council's risk management strategy.
- 6. Other strategies:** Participate in the preparation of the other strategic reviews e.g. fraud and negligence, investment strategy, IT strategy etc. and to make recommendations.
- 7. Pensions:** Monitor the LGPS and Stakeholder pension. Attend occasional seminars. Review annual pension returns prepared by the finance assistant.
Apply FRS17 rules to the Financial Statements if applicable.
- 8. VAT:** Review the Council's VAT exemption status and, if necessary, to prepare annual schedule of exempt inputs. Deal with HM Customs and Excise as required.
- 9. Investments:** Comply with the investment strategy. Review periodically and make recommendations to Council.
- 10. Payroll:** Be up to date with payroll legislation. Be able to prepare monthly payroll and submit to contractor. Check annual Inland Revenue returns. Check annual pay award calculations. Prepare monthly statement of staff working hours for comparison with budget.
- 11. Utilities & Services:** Regularly carry out reviews of provision of service ensuring most cost effective suppliers are in place, bearing in mind the opportunity to purchase on behalf of all council facilities.
- 12. IT:** Overall responsibility for IT (including arrangements for IT Working Party).
- 13. Meetings:** Attend appropriate meetings (normally evening) to provide financial guidance.
- 14. Committee Budgets:** Monitor and ensure implementation of all necessary procedures and documentation to ensure appropriate financial management in all departments across the Council.
- 15. Asset Register:** Ensure that the Council's Asset Register is maintained in a suitable manner to meet auditor's requirements.

16. Leases and Licences: Ensure that a record of all of the Council's Leases and Licences are maintained in a suitable manner to meet auditor's requirement and are reviewed at appropriate times (rent reviews etc.).

17. Insurance: Responsibility for insurance contracts.

Application Procedure

Please complete the attached application form and return it to the Town Clerk via email: town.clerk@bexhilltowncouncil.gov.uk

Closing date for applications is 5 pm on 31st December 2023.