



SADDLEWORTH

Parish Council

Post: Responsible Financial Officer

Salary: LC2 SCP 18-23 FTE £32,578 - £35,570. Actual salary £17,610 – £19,227

Standard Hours: 20 per week Monday to Friday 12noon to 4pm.

Some additional hours may be required at busy times of the Financial calendar.

This role will be based at the Parish Council Offices in Uppermill

Overview of the Responsible Financial Officer Role

As responsible financial officer, you will:

- Lead the financial management of the council, ensuring compliance with statutory regulations and best practices.
- Prepare budgets, oversee VAT accounting and claims, produce financial reports for meetings
- Manage payroll including collation of hours/mileage for submission to an external payroll provider' for processing and payments of salaries.
- Responsibility for all HMRC & Pension matters including monthly payments and input to GMPF I-connect.
- Support procurement and contract management processes.
- Advise on financial strategy and contribute to medium-term financial planning.

You'll work closely with the Clerk, internal and external auditors at year end and contribute to the strategic direction of the Council.

What we are looking for

Essential:

- Proven local authority sector experience in financial administration, VAT, and year end audit.
- Strong IT skills, particularly Excel.
- Excellent attention to detail and organisational skills.

Desirable:

- Professional financial/accounting qualification (eg; CiLCA, FiLCA, AAT, ACCA, CIMA, CIPFA).
- Experience in Scribe accounting package for Councils (training will be given).



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Details of the Responsible Financial Officer Role

This job description serves to illustrate the scope and responsibilities of the role and is not intended to be an exhaustive list of duties which may be required.

Administration of Financial Affairs

1. To carry out all the functions required by law of a local authority's Responsible Financial Officer.
2. To be the Council's principal adviser on matters of financial management.
3. To review and update Financial Regulations when necessary and monitor compliance.
4. To manage and monitor the Council's budget expenditure and income and provide Council and Committees with regular reports under each heading in the approved operational budget monitoring report and capital budgets.
5. To support the Clerk in advising the Council on its financial forward plan, strategy and policies and producing a rolling business plan.
6. To advise the Council regarding investment funds.
7. To produce the draft annual budget and annual statement of accounts for approval by the Council.
8. To advise on and prepare the detailed draft annual operational budget, estimates of income and expenditure, projects and infrastructure programme, and annual precept proposal, in accordance with the Financial Regulations and Council processes.
9. To maintain all relevant financial records of the Council.
10. To ensure that adequate financial security and internal financial and accounting controls are in place and periodically reviewed, and the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
11. To jointly work with the Clerk to ensure that appropriate financial risk assessments are undertaken, and relevant internal controls implemented to avoid bribery and corruption whilst ensuring that the Council gets best value for money on new contracts.
12. To jointly work with the Clerk to ensure that appropriate and adequate insurances are maintained for the Council and claims are processed.
13. To maintain the Council's asset register and equipment inventory of Council property.



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14. To supply information and complete returns to internal and external auditors. To ensure that audit reports and recommendations are presented to the Council and that statutory external audit requirements are completed each year.
15. To assist the Clerk in ensuring financial compliance with Financial Regulations and Standing Orders and recommend any necessary amendments to the Clerk.
16. To prepare for approval the statutory external audit requirements for records, returns and public notices for the annual audit.
17. To make arrangements for the opportunity for inspection of the Council's financial records in accordance with current guidance and legislations.
18. To liaise with and bring to the attention of the Clerk and Councillors any correspondence or report of the Internal or External Auditors and detail any action to be taken as appropriate.
19. To report any challenge on the accounts to the Clerk and the relevant Councillors.
20. To assist the Clerk with procurement and service level agreements
21. To advise and assist the Clerk on the raising of funds by way of grants and sponsorship etc.
22. To ensure all surplus Council funds are invested securely and to maximise income.
23. To ensure the Council's obligations for risk assessment are properly met, to assess the financial risks faced by the Council and assist the Clerk in compiling and maintaining an accurate risk register.
24. To produce any financial management information and reports required by the Clerk for the Council or its Committees.
25. To maintain records relating to the procurement of goods and services and ensure sufficient internal controls are implemented to avoid bribery and corruption.
26. To ensure that the requirements of the Bribery Act are complied with.

Accounts

1. To process purchase invoices for payment to suppliers, preparing bank payments or cheques for approval.
2. To ensure that all invoices for Council services, lettings and other matters are accurately and promptly issued.
3. To record all payments made to the Council, issue any necessary receipts, receive and bank all income received and investigate and deal with any queries.



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4. To ensure there are sufficient funds available at any given time to enable financial commitments to be met.
5. To complete all necessary VAT returns/claims in accordance with Financial Regulations.
6. To monitor use of the bank card and carry out bank reconciliations in accordance with Financial Regulations.
7. To carry out bank reconciliations in accordance with Financial Regulations.
8. To ensure that appropriate financial IT systems are in place and operated securely.
9. To prepare reports for submission to the Council.
10. To process the Rochdale United Charities' Return, be responsible for processing grant payments, cash book maintenance, bank reconciliations and prepare periodical reports for the trustee meetings.

General

1. To attend, if requested, Full Council meetings.
2. To attend the Finance Committee meetings.
3. To support cover of the office function during its core hours, providing support to visiting members of public and councillors where appropriate.
4. To assist the Clerk with pensions automatic enrolment and payroll information, as required.
5. To recognise and be aware of the requirements of the Health and Safety at Work Act as well as Fire and Safety regulations and ensure that these are observed.
6. To undertake all relevant correspondence in connection with the responsibilities of the post.
7. To undertake training associated with the work and role of Responsible Financial Officer as required and authorised by the Clerk/Council.
8. To undertake such other duties commensurate with the level of the post and job purpose as required by the Clerk from time to time.



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Application for Employment - Confidential

Saddleshworth Parish Council is an equal opportunities employer and welcomes applications from all. We apply objective scoring to our recruitment and selection process and advise you to look to the job description and person specification for guidance as to the requirements of the job role to which you are applying

Information provided to us on this form will be treated as confidential personal information which will be handled in line with the Data Protection Act

Application for the position of: Responsible Financial Officer 20 hours per week

Where did you see the position advertised?

Personal Details

Title: Mr Mrs Miss Ms Other.....	Address:
Forename:	
Surname:	Postcode:
Telephone no.	Email address:

Interview

Are you available for interview on the date specified?	Yes / No
If no, please provide your earliest available date(s) for interview.	
If you have a disability, please tell us if there are any 'reasonable adjustments' we can make to assist you in your application or with our recruitment process.	Ground floor venue, sign language, interpreter, audio loop Other:

Driving

Do you have a valid driving licence?	Yes / No
Please provide details of any endorsements.	
Do you have access to a car for work purposes?	Yes / No
Do you have or will you obtain business use insurance?	Yes I have / Yes I will obtain for my start date / No

Current/Most recent employment

Name of employer		Position Title	
Employer address		Start Date	
		Salary	
Postcode		Contract type	
Tel. No.		Date of leaving or notice required	
Reason for leaving			
Position Responsibilities:			



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Employment History

Please provide a minimum of ten years' employment history unless you have fewer years of employment. Please indicate what you were doing in any gaps in your employment

Name and address of employer	Job Title and Duties	Salary upon leaving	Reason for leaving	Years and months with employer
	Job Title: Duties:			
	Job Title: Duties:			
	Job Title: Duties:			
	Job Title: Duties:			

References

You are required to provide a reference from you current or most recent employer. If you have come directly from education, please provide a referee from your last place of education or training.

Referee 1

Referee 2

Please indicate referee type: Employer / academic		Referee Type: Employer / academic / personal	
Name of referee		Name of referee	
Relationship to you i.e. line manager		Relationship to you i.e. line manager	
Referee's job title		Referee's job title	
Name of company		Name of company	
Address including postcode		Address including postcode	
Contact tel. no.		Contact tel. no.	
Email address		Email address	
If you are selected, may we contact this person prior to interview?		If you are selected, may we contact this person prior to interview?	



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Disclosure and Barring Certificate

The position to which you are applying is subject to a standard DBS Certificate.

Do you have a DBS certificate? If yes, what is its issue date?	Have you registered for the online DBS update service?	If you have a disclosure, is this standard or enhanced?	Do you give permission for us to access you online DBS information?

Qualifications

The role is subject to essential qualifications as listed on the Job Description. Please list all qualifications you hold. Please **enter your most recent qualifications at the top** and work backwards through dates achieved.

Name of Qualification (e.g. A level/degree)	Subject(s) covered	Level of qualification & Grade achieved	Date qualification awarded	Institute you achieved this through (School/Training co. name)

Please continue on a separate piece of paper if needed.

Suitability for role

Please refer to the job advert, Job Description and Person Specification as well as the company website to complete this section. Please continue on a separate piece of paper if needed.

Skill/Knowledge/Experience	Provide details on how you meet these criteria



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What particular strengths do you believe you would bring to this role?

Declaration

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the company reserves the right to require me to undergo a medical examination in the event of my appointment.
3. I hereby give my consent to the Council processing the data supplied on this application for the purpose of recruitment and selection.

Print Name: Signature: Date: __/__/____



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Equality and Diversity monitoring form

This section will be detached from the application form before shortlisting.

At Saddleshworth Parish Council we embrace and celebrate equality, diversity and inclusion. We believe that by gathering information we are better informed to monitor our policies, procedures and organisation behaviours to ensure we are effectively upholding our equal opportunities policy commitments. We aim to promote an inclusive culture and working environment and you to feel a sense of inclusion and belonging and that your wellbeing, safety and happiness at work is as important to us as it is to you.

We need your help and co-operation to enable us to do this but filling in this form is voluntary.

The information you provide will stay confidential and will be treated as sensitive confidential information. This means that your personal information will not be readily available to others. Your information will be stored securely. Access to this information will be limited in line with the Data Protection Act.

Gender Male ☐ Female ☐

Are you the same gender as you were born Y / N

What is your sexual orientation? Heterosexual ☐ Gay woman/lesbian ☐
Gay man ☐ Bisexual ☐

Are you married or in a civil partnership? Y / N If yes, please specify _____

Age 16-24 ☐ 25-29 ☐ 30-34 ☐ 35-39 ☐ 40-44 ☐ 45-49 ☐ 50-54 ☐
55-59 ☐ 60-64 ☐ 65+ ☐

What is your Ethnic Origin?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English ☐ Welsh ☐ Scottish ☐ Northern Irish ☐ Irish ☐

British ☐ Gypsy or Irish Traveller ☐ Prefer not to say ☐

Any other white background, please write in:

Mixed/multiple ethnic groups

White and Black Caribbean ☐ White and Black African ☐ White and Asian ☐ Prefer not to say ☐ Any other mixed background, please write in:

Asian/Asian British

Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐ Prefer not to say ☐

Any other Asian background, please write in:

Black/ African/ Caribbean/ Black British

African ☐ Caribbean ☐ Prefer not to say ☐

Any other Black/African/Caribbean background, please write in:

Other ethnic group

Arab ☐ Prefer not to say ☐ Any other ethnic group, please write in:



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Disability

A disabled person is defined under the Equality Act 2010 as someone with a 'physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.'

Do you consider yourself to be disabled under the Equality Act 2010? Please mark 'X' in the appropriate box.

Yes ☐

No ☐

Prefer not to say ☐

Do you have a health condition you would like us to know about? Y/N

Detail if yes:

What is the effect or impact of your disability or health condition on your ability to give your best at work?
Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a 'reasonable adjustment', then please raise this if you are given an offer of employment.

What is your religion or belief?

No religion or belief ☐ Buddhist ☐ Christian ☐ Hindu ☐ Jewish ☐

Muslim ☐ Sikh ☐ Other: please specify

What is your current working pattern?

Full-time ☐ Part-time ☐ Pattern if part-time:

Do you have caring responsibilities? If yes, please tick all that apply

None ☐ Primary carer of a child/children (under 18) ☐

Primary carer of disabled child/children ☐

Primary carer of disabled adult (18 and over) ☐ Primary carer of older person ☐

Secondary carer (another person carries out the main caring role) ☐

Prefer not to say ☐

Declaration

1. I confirm that the above information is complete and correct and that any untrue or misleading information will give my employer the right to terminate any employment contract offered.
2. I agree that the company reserves the right to require me to undergo a medical examination in the event of my appointment.
3. I hereby give my consent to the Council processing the data supplied on this application for the purpose of recruitment and selection.

Print Name: Signature: Date: __ / __ / ____