

**Job title:** Deputy Chief Officer – with RFO responsibility

**Closing Date:** tbc

**Interview Date:** tbc

**Contract**: Permanent

**Salary:** £32,533, pro-rata, pay award pending (PO1, SCP 27-30)

**Hours**: 22.5 hours per week – to be agreed upon appointment (ad hoc evening and occasional weekend working are a requriement of this role)

**Pension:** Staffordshire Local Government Pension Scheme

**Holiday:** 28 days per annum including statutory bank holidays (pro-rata)

**Location**: Hednesford Town Council, Pye Green Community Centre, Bradbury Lane, Hednesford, Staffordshire, WS12 4EP

**Line Manager:** Chief Officer

**Line Management:** Deputising for the Chief Officer as and when required

**Budget/Income:** The Council currently levies a precept (council tax) of just over £200,000 per annum, has a total income of approximately £250,000 per annum. There is a strong desire to increase income from community centre hire and new income sources such as grants. This post will share budget responsibility for agreed cost centres and will be the Responsible Financial Officer (RFO) for Hednesford Town Council

**Overall Responsibilities**

Our new Deputy Chief Officer/Responsible Finance Officer will be the second most senior employee of the council, supporting the Chief Officer to lead the council’s operations, staff team, and to implement its strategic vision.

You will be the council’s Responsible Financial Officer (RFO), ensuring effective financial management and reporting to the Chief Officer, to Council, and annually to the public via statutory reporting requirements.

You will also support council governance and administration of its public duties.

**Responsibilities as Responsible Financial Officer (RFO)**

1. To be responsible for ensuring all financial policies and processes are up to date, legally compliant and effective, including but not limited to the Hednesford Town Council Financial Regulations; your first requirement will be a complete review of these regulations within 6 months of coming into post.
2. To develop, gain agreement from council and implement an annual budgeting round, to include agreement of the precepting level each year.
3. To ensure the financial aspects of year end annual governance and accountability returns (AGAR) are completed in a timely and effective manner, including the annual internal audit.
4. To act upon any recommendations of the internal or external audit accordingly.
5. To develop, implement and maintain a full and effective purchase order system, with appropriate authorisation of expenditure, at agreed authority levels.
6. To ensure transactions are accurately recorded and actioned using an effective financial management system, currently SCRIBE. To include appropriate allocation to cost centres and account codes. To ensure appropriate treatment of both input and expenditure VAT.
7. To ensure monthly payroll is completed effectively and accurately, and that associated processes for HMRC and Pensions provision are completed. Payroll calculations are currently outsourced to a local accountancy firm.
8. To ensure bank accounts are effectively monitored and reconciled against our own accounts. To ensure the bank mandate is kept up to date and that payments are made in a secure manner.
9. To actively monitor and keep an up-to-date register of council assets, including assessment of condition, accounting valuation and insurance valuation. To maintain and implement an agreed depreciation policy which accurately reflects council assets.
10. To organise appropriate competitive annual insurance covers and contracts.
11. To develop and implement improved systems for efficient processing of bookings and receipts from Pye Green Community Centre.
12. To support the development of income from sources other than the precept and room hire, such as grants and sponsorship. To ensure savings are invested in an ethical and interest generating account with appropriate access.

**Responsibilities as a Leader**

1. To support the development and implementation of a joined up Strategic Business Plan, with reference to financial sustainability.
2. To support, and where necessary deputise for the Chief Officer, to ensure our services are delivered effectively, efficiently, safely, and sustainably. This includes three core programmes of work as follows:
   1. **Community work**; facilitating an inclusive, active, and supportive local community with a diverse and engaging leisure and cultural offer for residents and visitors.

To support the ongoing implementation of our annual Community Grants, grant agreements with key partners, community infrastructure agreements and maintenance plans, and the development of grant applications

* 1. **Regeneration work**; facilitating the regeneration of Hednesford Town Centre and other key sites within the town such that there is a vibrant and thriving local retail, leisure, and employment environment.

To support the financial administration of the monthly Farmer’s Market and other major events, sponsorship agreements, the CCTV agreement, and effective deployment of Community Infrastructure Levy (CIL) funds.

* 1. **Community Centre operations**; running Pye Green Community Centre on a full-repairing lease basis.

To support the development of sustainable income for the centre, proper long-term maintenance and expenditure plans, and efficient financial administration of bookings.

1. To supervise staff day to day as and when required.
2. To support the implementation of the council’s risk management plans, both in terms of health & safety, but also strategic risk management pertaining to local relationships, reputation, legal & governance matters and financial affairs.
3. To support the council to be a local leader for equity, diversity, and inclusion.

**Responsibilities in support of Governance and Public Administration**

1. To support the preparation of notices, agendas, supporting papers and minutes for meetings of the council and its committees. To liaise with the chair of the Finance, Personnel and Operations (FPOPs) committee, to facilitate effective papers, meetings and decision making.
2. To attend relevant council meetings or parts thereof, and thereby ensure such meetings run effectively, acting as the main source of financial advice to the Chief Officer, Chair, and other council members regarding duties, procedure, and powers.
3. To carry out such other duties as are reasonably required by the Council

**Person Specification**

1. An experienced financial management professional with relevant experience in a public, private or voluntary sector environment of budgets more than £200k per annum. An accounting qualification to at least AAT level three or equivalent is desirable
2. Experience developing and implementing efficient and effective financial policies and procedures
3. Experience of public scrutiny and audit or similar financial inspection regimes is essential
4. Ability to manage a consultative budget setting process with clear outcomes
5. Knowledge and ability to use accounting software (with appropriate training for bespoke systems); and able to work with IT providers to get the outcomes you want from such systems
6. Able to manage the financial aspects of a community centre, including income from hire and expenditure linked to building maintenance
7. Additional desirable financial knowledge or skills include:
8. VAT treatment in the public sector
9. Managing payroll and pensions
10. Managing assets and insurance
11. Securing and managing grant application and associated financial information
12. Self-starter, highly organised, diligent, methodical, and excellent time management skills
13. A problem-solver, who seeks effective solutions and can overcome challenges and barriers with minimal supervision
14. Experience of managing people and able to build and sustain effective working relationships
15. Knowledge of key organisational policies or willingness to learn together with an understanding of good governance, and a commitment to implementation of standards in public life (the Nolan principles), these may have been developed in the voluntary or private sector
16. Able to demonstrate commitment to discretion, equity, diversity, and inclusion.

**Closing Date: Monday 14th November 2022 at 9am**

**Interview Date: Friday 25th November 2022**

For further information and an application pack please email, Lindsey Smith, Chief Officer at: Lindsey.Smith@hednesford-tc.gov.uk