

# Yeovil Town Council



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Deputy Responsible Finance Officer</b>
<b>Grade:</b>	<b>SCP 37 - 41 £45,441 - £49,498</b>
<b>Hours of Work:</b>	<b>37 hours per week (occasional evenings and weekends)</b>
<b>Annual Leave Entitlement:</b>	<b>22 days plus 2 statutory, increasing to 26 days plus 2 statutory after 5 years' service</b>
<b>Responsible to:</b>	<b>Town Clerk/Responsible Finance Officer</b>
<b>Responsible for:</b>	<b>Finance Team</b>

### Main Purposes of the Role

To lead and manage the Finance Team, ensuring an effective delivery of financial activities across the Council.

To work as part of the leadership team, contributing to the achievements of Yeovil Town Council's objectives.

To work with the Town Clerk/Responsible Finance Officer to develop and maintain information and monitoring systems, ensuring a sound system of internal controls.

### Overall Responsibilities

To be responsible on a day-to-day basis for all aspects of the Council's finance and payroll arrangements, in accordance with the Financial Regulations of the Council, legal requirements and best practice.

### Summary of Responsibilities and Duties of the Job

1. To advise on all financial matters and to provide necessary information for effective decision making.
2. To deputise for the Town Clerk/Responsible Finance Officer in her absence for all financial matters.
3. To maintain a working knowledge of financial legislation, codes of practice and best practice

4. To assist the Town Clerk/Responsible Finance Officer in creating and maintaining the Council's Medium Term Financial Plan (MTFP).
5. To support the Town Clerk/Responsible Finance Officer in preparing draft budgets for Council consideration and to advise on Precept requirements.
6. To be responsible for the Council's budget monitoring and highlighting to the Town Clerk/Responsible Finance Officer and Councillors any issues.
7. To be responsible for the closure of the year end accounts, including completion of Statutory Financial Returns and liaising with both internal and external auditors.
8. To support the Town Clerk/Responsible Finance Officer in assessing Earmarked Reserves and General Fund Balances.
9. To maintain the Council's asset register.
10. To assist with ensuring that all legal, statutory and other provisions governing or impacting the financial running of the Council are observed, and that policies remain relevant.
11. To monitor compliance to adopted policies of the Council; including the Financial Regulations and to report any breaches to the Town Clerk/Responsible Finance Officer.
12. To effectively manage and develop the Council's financial management systems.
13. To manage the payroll function, ensuring that employees are paid on time and the relevant payslips and other PAYE forms are distributed as appropriate, and that all PAYE, NI and pension requirements are fulfilled.
14. To oversee and advise on all areas of procurement, ensuring that the correct procedures are followed in accordance with the Financial Regulations.
15. To ensure that all invoices for goods and services are paid for by the Council in a timely manner.
16. To ensure that all invoices are issued on behalf of the Council for goods and services delivered and to ensure that payment for these are received in a timely manner.
17. To manage and maintain the Council's petty cash arrangements in accordance with the Financial Regulations
18. To ensure that money received by the Council is banked regularly.
19. To ensure that monthly bank reconciliations are carried out and presented to the Council as required.

20. To ensure that the preparation and the submission of VAT returns are actioned as appropriate.
21. To assist the Town Clerk/Responsible Finance Officer in developing and maintaining the Council's Investment Strategy.
22. To manage investments in line with the Council's Investment Strategy.
23. To manage the Council's cashflow in accordance to need.
24. To manage the Council's grant arrangements, assisting when required, organisations and individuals who may wish to apply.
25. To ensure that the Council complies with all aspects of General Data Protection Regulation (GDPR) where it impacts on the financial and payroll aspects of the Council.
26. To ensure that the Council complies with the Local Government Transparency Act 2015.
27. To prepare in consultation with Town Clerk/Responsible Finance Officer and other officers as appropriate, reports for meetings of the Council
28. To attend meetings and present reports as appropriate.
29. To manage the Finance Team, ensuring the effective delegation and allocation of responsibilities and activities.
30. To review the performance of staff at regular intervals, ensuring appropriate training and updating of skills to match responsibilities reflecting the outcomes of annual appraisals.
31. To attend relevant training courses as required.
32. To undertake any other duties appropriate to the post, as directed by the Town Clerk/Responsible Finance Officer.

### **External and Internal Contacts**

The Mayor, Councillors, members of staff, local organisations, partner agencies, customers, suppliers and members of the public.

Face to face, telephone, written and electronic communication.

### **Working Environment**

Based at Town House but may be required to work at any location within the Town and occasionally outside the Town.

### **Health and Safety at Work**

Yeovil Town Council's Health and Safety Policy and all relevant Health and Safety at Work Instructions (such as the Lone Working Policy, procedures and practice guidance) are to be considered as part of this job description.

## **Equal Opportunities**

Yeovil Town Council is committed to the fair treatment of its staff, potential staff, users of its services and other stakeholders, regardless of race, gender, religion, beliefs, sexual orientation, responsibilities for dependants, marital status or disability.

**April 2024**